



1984 Organization Chart

City of
Wichita,
Kansas

March 1984

I N T R O D U C T I O N

The intention of the accompanying municipal organization charts is to portray the formal organizational governmental structure of the City of Wichita.

The summary chart portrays the relationship among the citizens, the Board of City Commissioners, the City Manager, and the various boards appointed by the Board of City Commissioners. The ensuing pages describe the organizational structure of the various administrative boards, and of the departments reporting directly to the City Manager. The detail charts are designed with the intention of outlining the salient characteristics of the boards and departments and the personnel involved in them and of their individual group functions.

It should be remembered that this presentation is no more static than the program and goals of organizations are, and that it cannot include informal interdepartmental and intradepartmental lines of authority or responsibility.

The 1984 organization charts include only the personnel and programs for which funding is currently authorized during 1984. Positions funded by federal and state funds are normally indicated by an asterisk (*), and the source of funding is indicated at the bottom of the page. Other symbols are used on certain pages to indicate unique funding arrangements or special situations associated with that entity.

The last page of this document contains a summary table by department and by administrative board of all the authorized positions shown on the various pages. The positions are further shown by funding source (i.e., locally funded positions and non-locally funded positions) and by full-time or part-time (limited) status.

The changing environment which exists within the City structure will naturally cause some of the attached charts to become obsolete or to require a slight modification during 1984 which then will be incorporated into next year's City of Wichita Organization Charts.

Budget and Management Division
Department of Administration

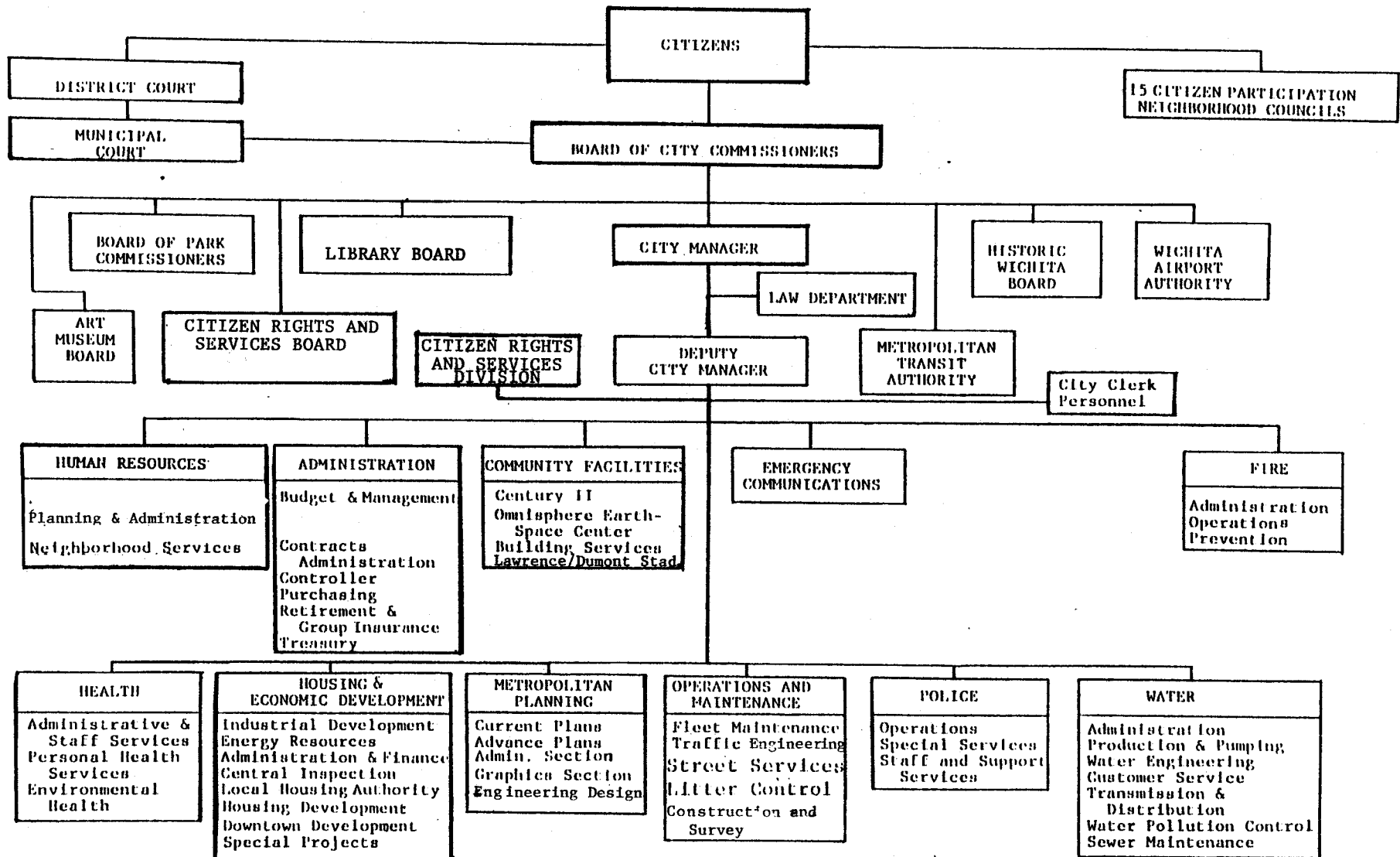


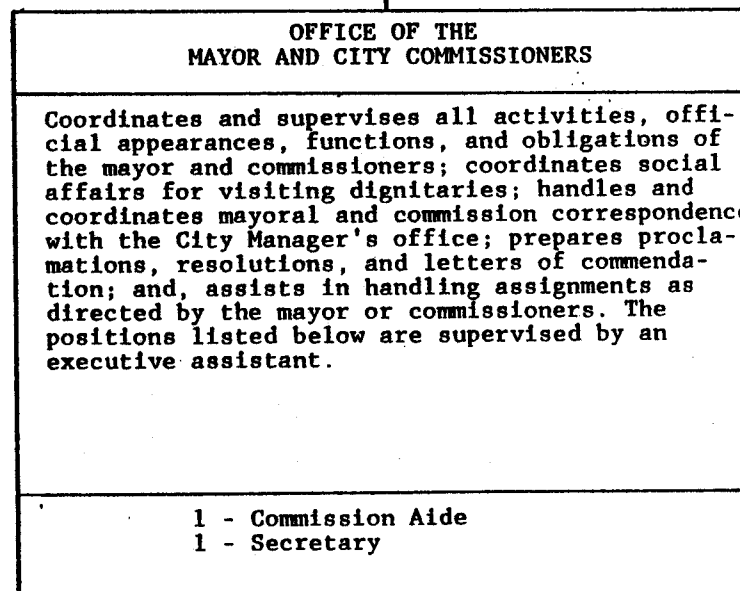
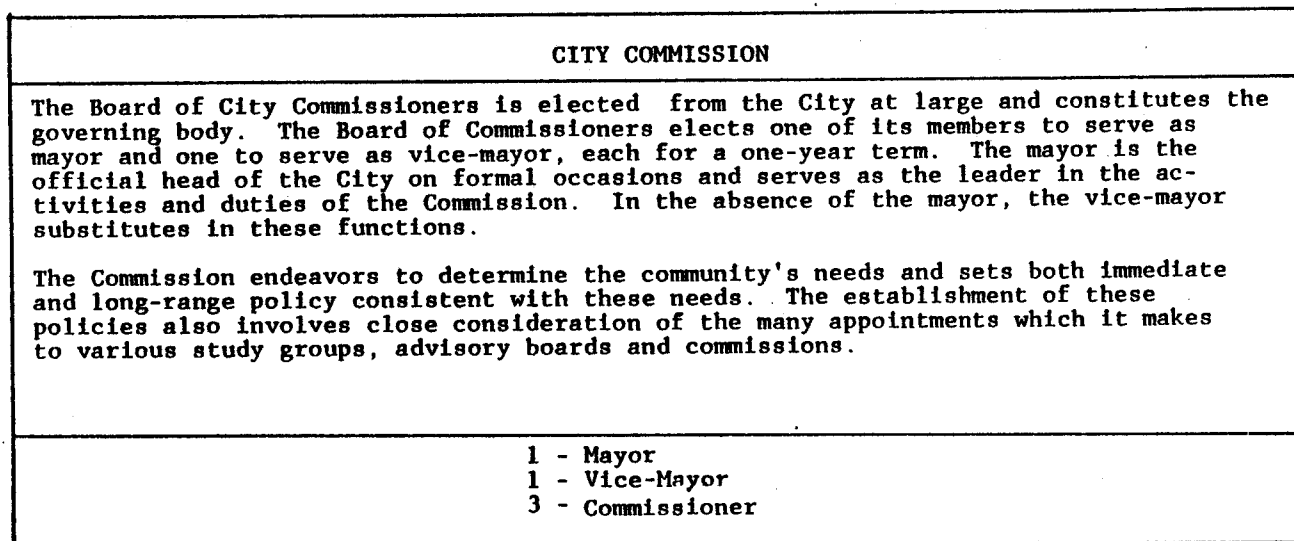
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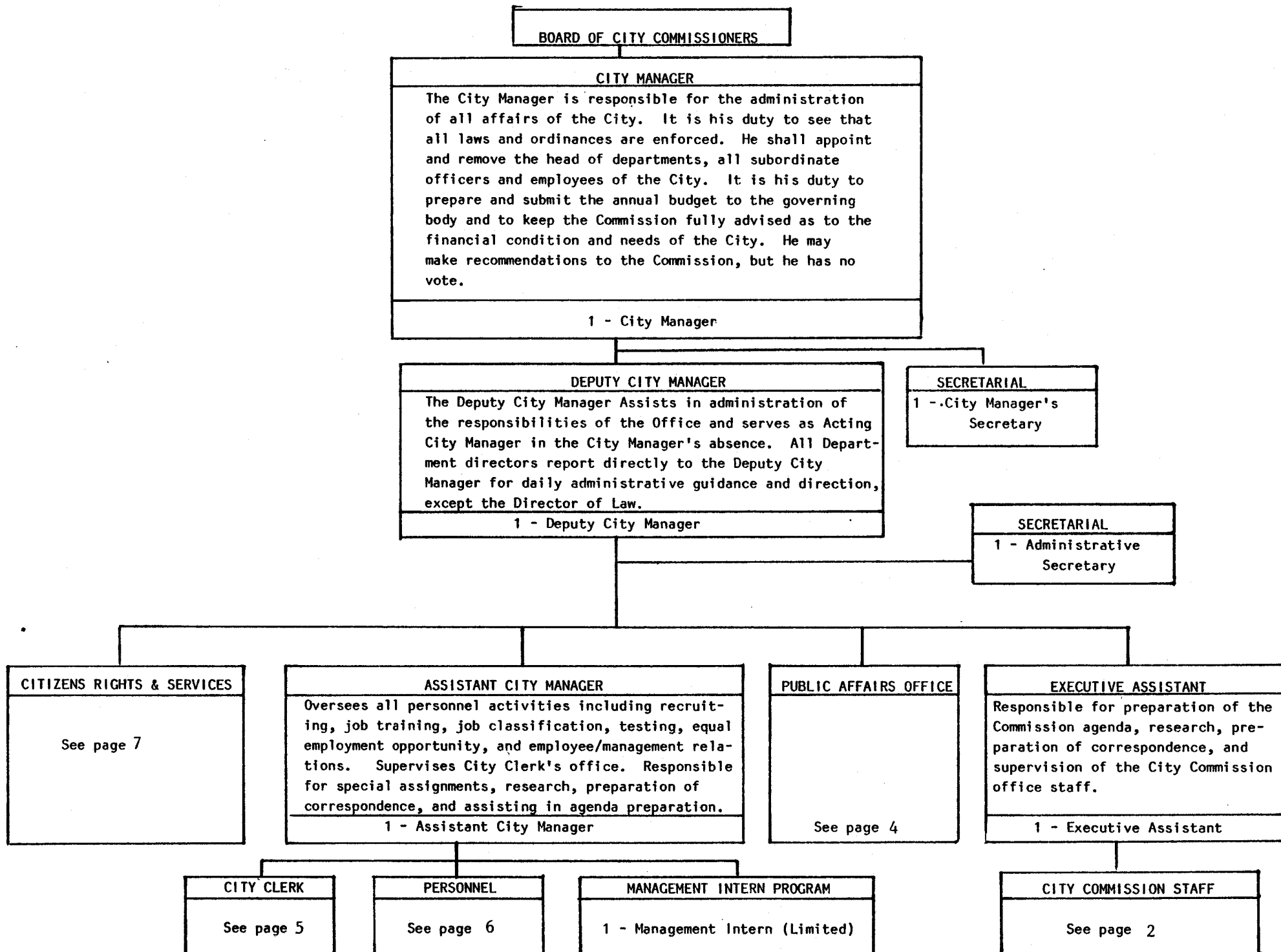
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CITY OF WICHITA
SUMMARY ORGANIZATION CHART







DEPUTY
CITY MANAGER

PUBLIC AFFAIRS OFFICE

Overall responsibility for 1) maintaining and improving the City's public relations; 2) disseminating information to the public; 3) coordinating the City's legislative proposals with the City Commission, City Manager, and City departments; 4) representing the City's interests before the Kansas State Legislature and state administrative officers; and 5) conducting special projects for the City Manager as assigned.

1 - Public Affairs Director

PUBLIC INFORMATION

Responsibility for 1) implementing the City's public relations program; 2) providing information to citizens; 3) maintaining contact with the news media; 4) researching and preparing speeches for the Mayor, City Commission, and City Manager; 5) arranging special events and appearances of the Mayor, City Commission, City Manager and other City staff; and, 6) editing the employee newsletter.

1 - Public Information Officer

ASSISTANT CITY MANAGER

CITY CLERK

Serves as secretary to and records official minutes of the City Commission and the Board of Bids and Contracts; supervises, directs, and coordinates official record keeping, ordinance processing, special assessment project processing, bond and note processing; and, coordinates maintenance of City records at the Underground Vaults and Storage.

1 - City Clerk

STAFF ASSISTANCE

Assists in 1) preparing and maintaining special assessment records, transcript data, and cash reports; 2) scheduling appraiser hearings; 3) certifying special assessments; and 4) other assignments as directed.

1 - Administrative Aide I

SUPERVISION

The Deputy City Clerk II prepares official minutes of afternoon sessions of City Commission meetings; prepares minutes of Board of Bids and Contracts; processes all paperwork of Commission meetings; handles legal publications; updates Ordinance Book and two Code Books weekly; assists City Clerk in supervising all other employees in the division and directs the division in the absence of the City Clerk.

1 - Deputy City Clerk II

SPECIAL ASSESSMENTS AND BONDS

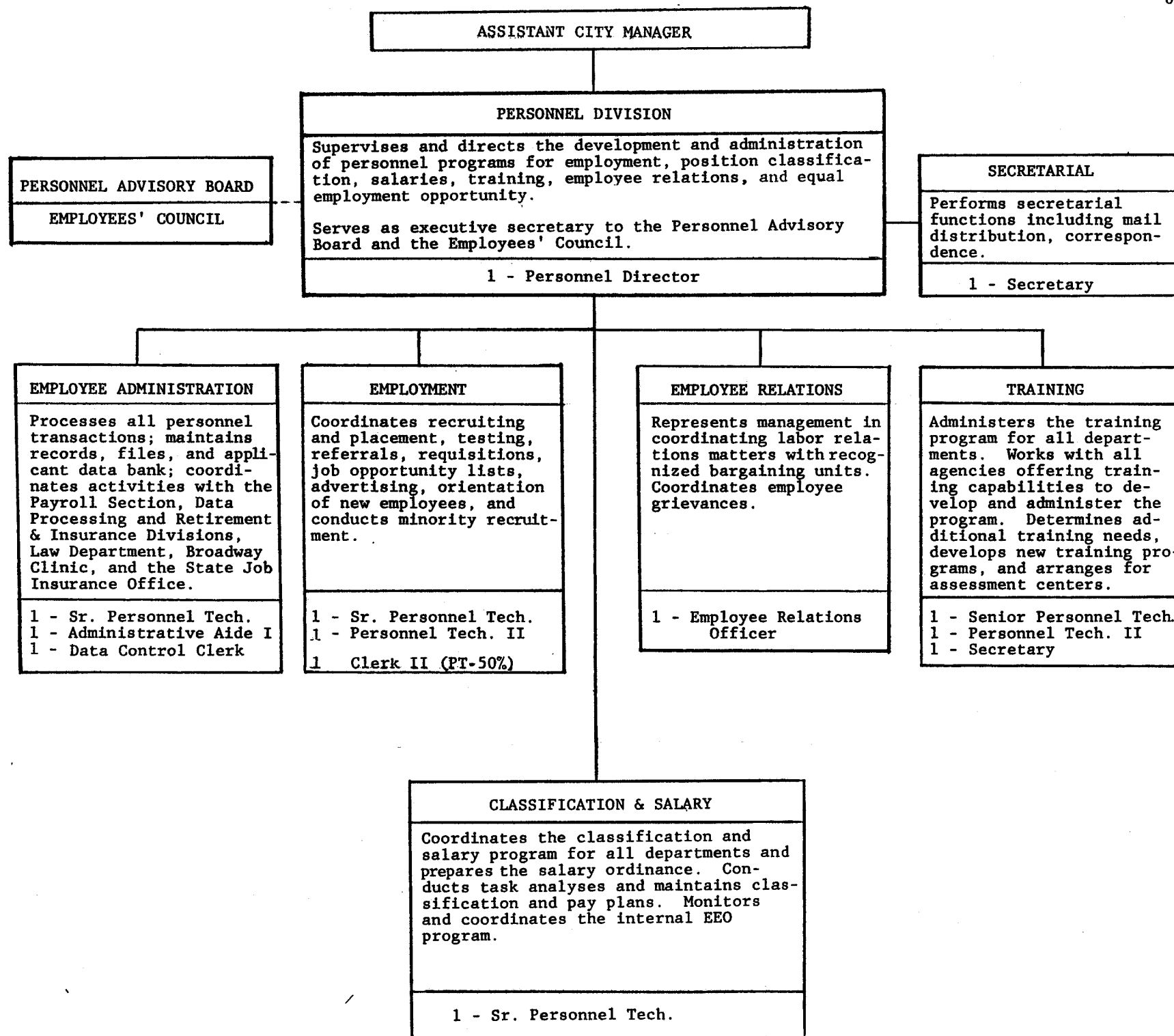
Compiles, formulates, and preserves all necessary data concerning special assessment project proceedings; prepares note and bond transcripts on the same; provides special assessment information to the public; and prepares annual certified special assessment detail summary. Prepares and sends out weed cutting notices and statements.

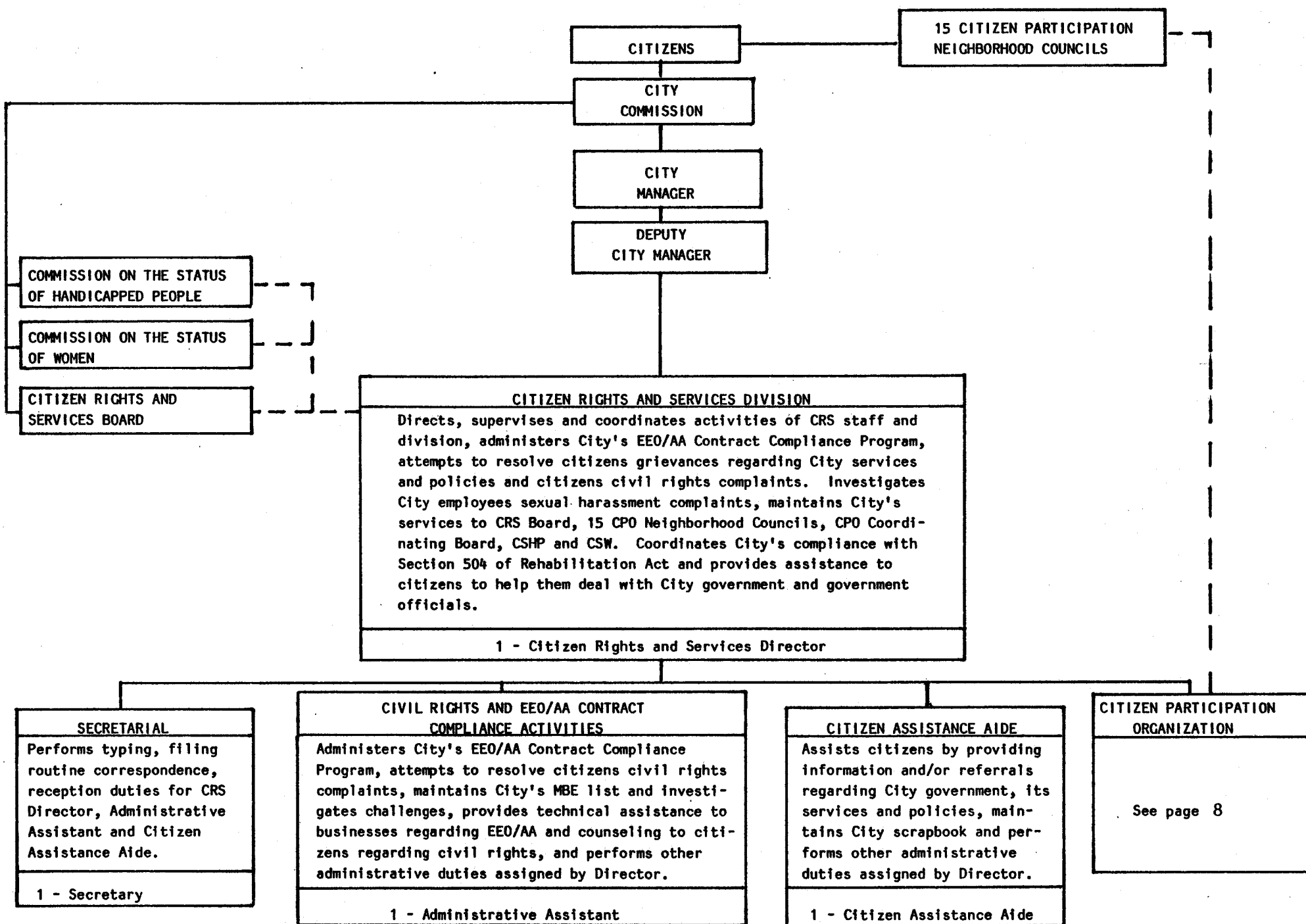
1 - Deputy City Clerk I
1 - Account Clerk II
2 - Data Control Clerk

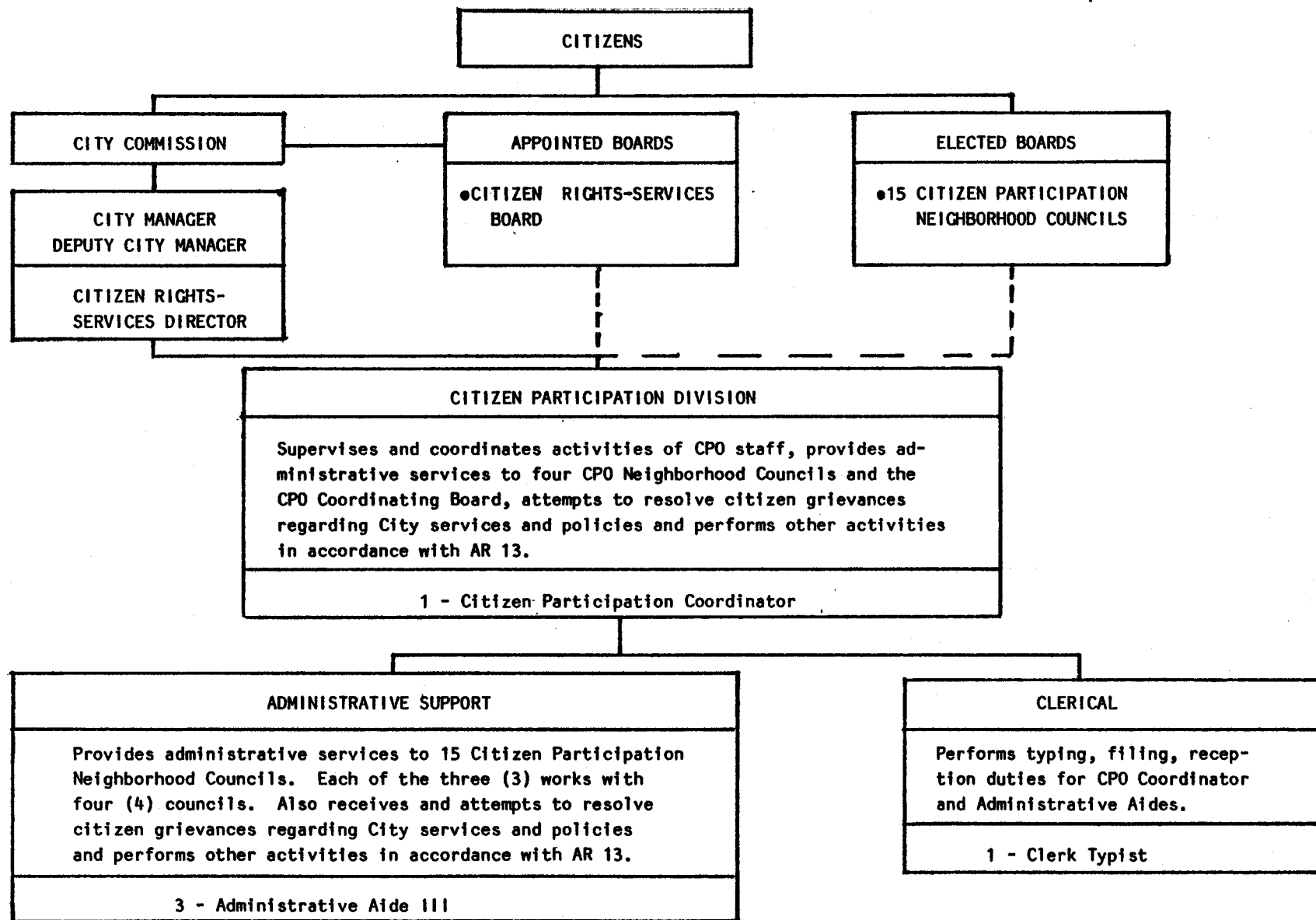
GENERAL OFFICE

Performs stenographic and clerical work necessary for the accurate processing of ordinances, minutes, and transcripts; maintains and files official City records.

2 - Secretary







This division is funded entirely by federal funds, including grants from the Community Development Block Grant (CDBG) program, the Department of Labor, and the Community Services Block Grant (CSBG) program.

CITY MANAGER

DEPARTMENT OF LAW

Direct and coordinate the legal affairs of the City of Wichita; provide legal counsel and legal services to the City Commission, City Manager and the departments, board, agencies, utilities and commissions of the City; direct and coordinate the drafting and approval of all ordinances, resolutions, contracts and other legal instruments; direct and coordinate the management of all litigation, claims for damages and civil rights complaints; provide legal assistance in labor relations, cable television matters and the City's legislative program; direct and coordinate management of Workers' Compensation claims, taxation, risk management and the DUI diversion program.

1 - Director Law and City Attorney

ASSISTANT CITY ATTORNEY

Provide legal counsel and legal services to the City Commission, City Manager and the departments, boards, agencies, utilities and commissions of the City; provide legal counsel and advice to the Police Department; represent the City and public officials in civil litigation; manage all civil litigation, claims for damages, civil rights complaints, condemnations, land purchases and District Court appeals of Municipal Court convictions; draft and approve all ordinances, resolutions, contracts and other legal instruments; provide legal assistance in labor relations, cable television matters and the City's legislative program; supervise and handle prosecution in Municipal Court; manage legal matters related to Workers' Compensation, taxation, and the DUI diversion program.

1 - First Attorney 5 - Attorney II
2 - Senior Attorney 3 - Attorney II (P.T.)
1 - Attorney III

PROSECUTION

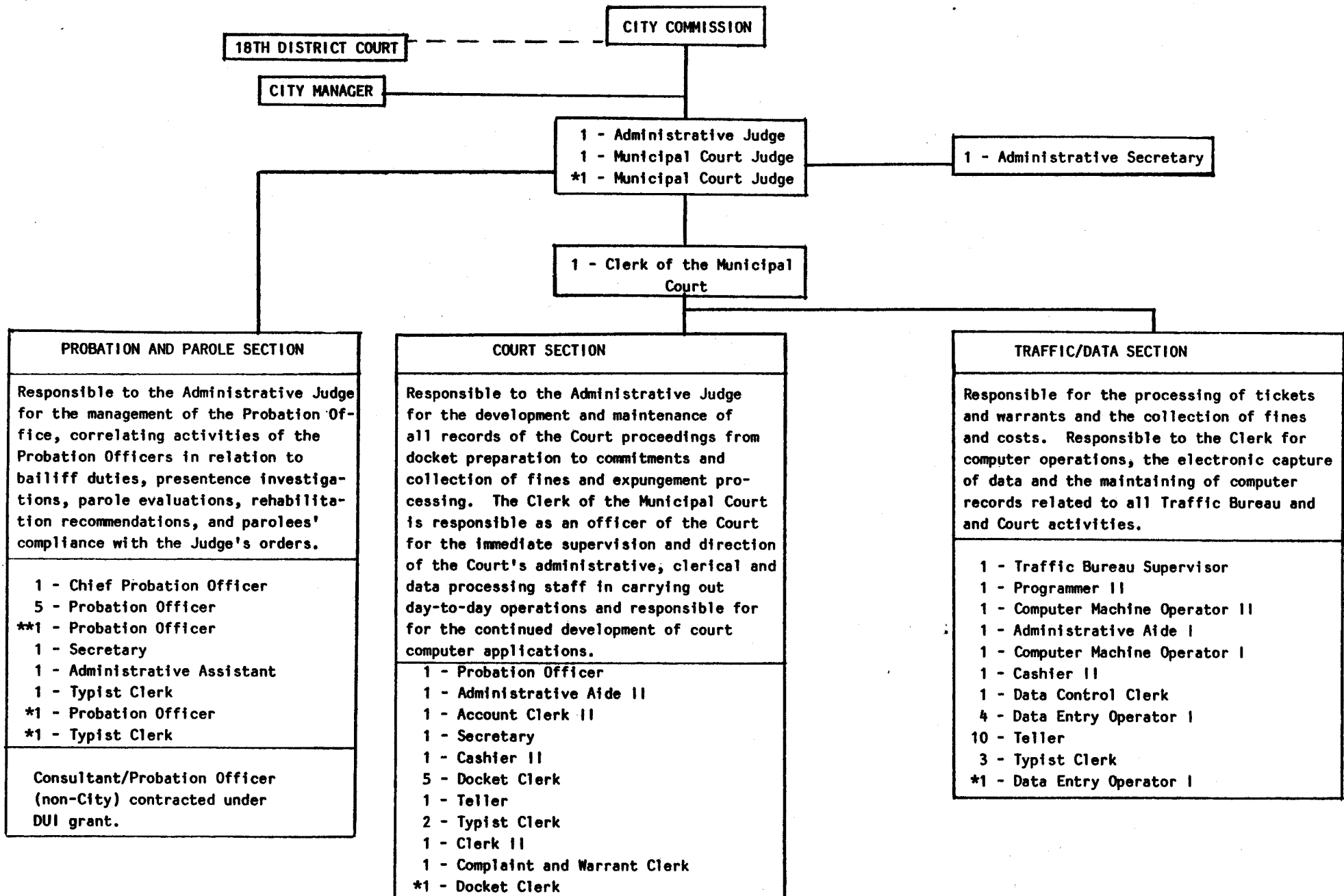
Manage prosecution of cases in Police and Traffic Courts and assist in District Court appeals; conduct general research; advise Police Department in the coordination of Municipal Court matters.

**1 - Attorney I
2 - Attorney I
1 - Typist Clerk
1 - Typist Clerk (PT-50%)

SECRETARIAL

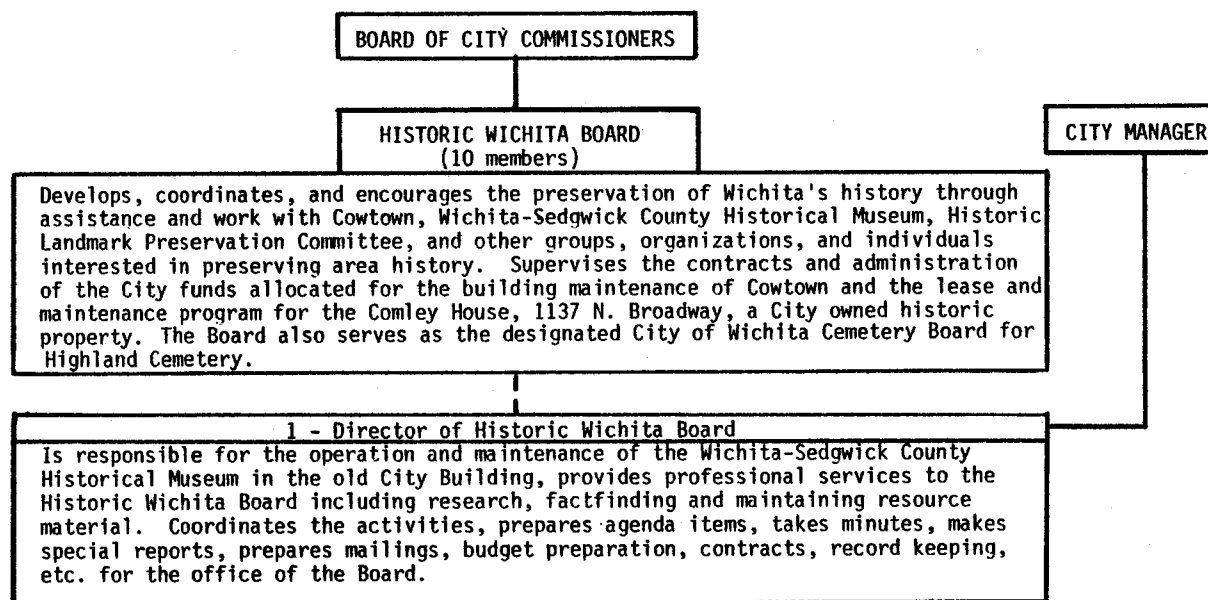
Type pleadings, legal briefs, legal documents and correspondence; maintain office files; manage office administrative matters; prepare and administer annual budget; carry out general office duties.

1 - Administrative Secretary
3 - Legal Secretary
1 - Secretary

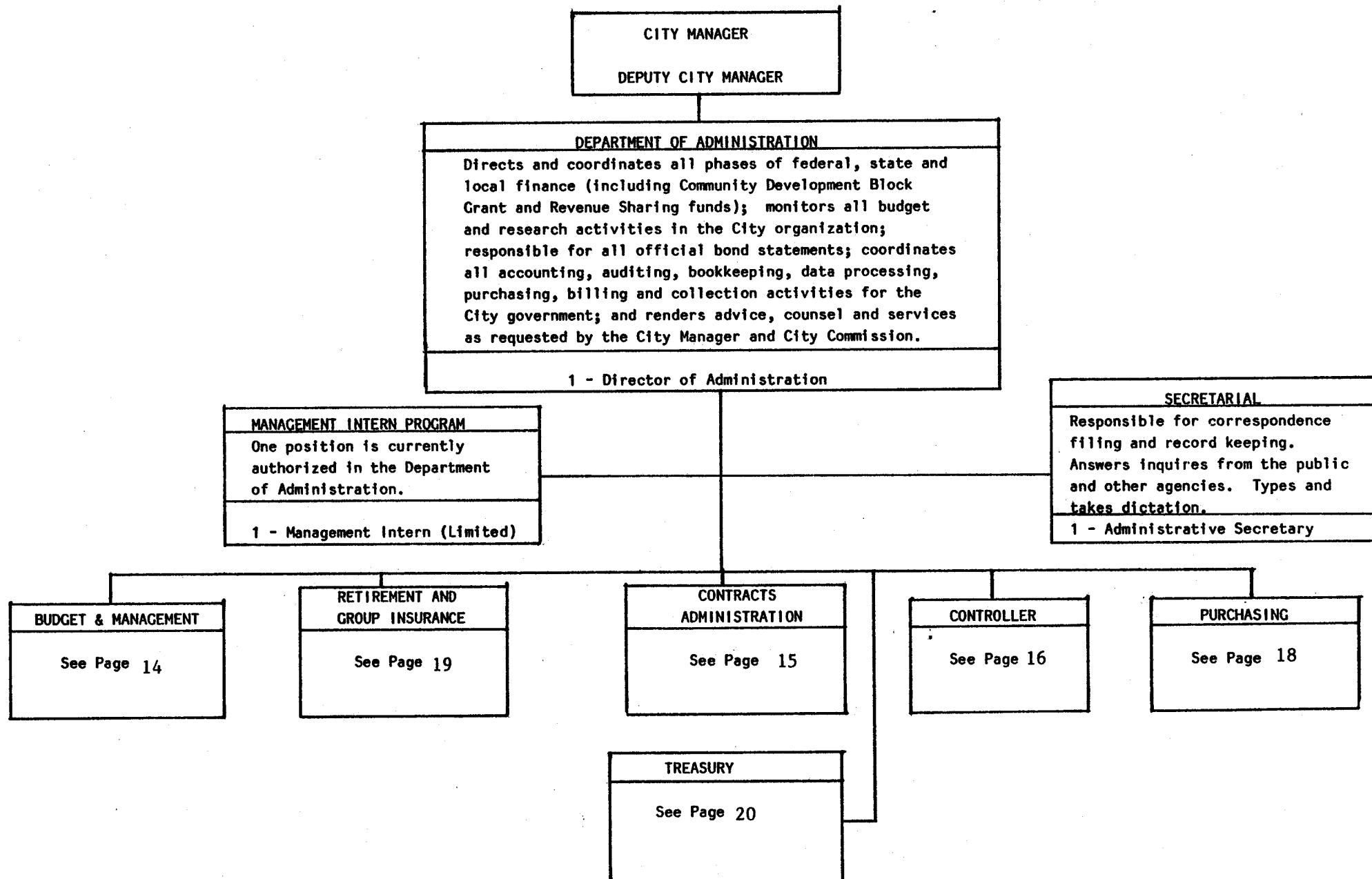


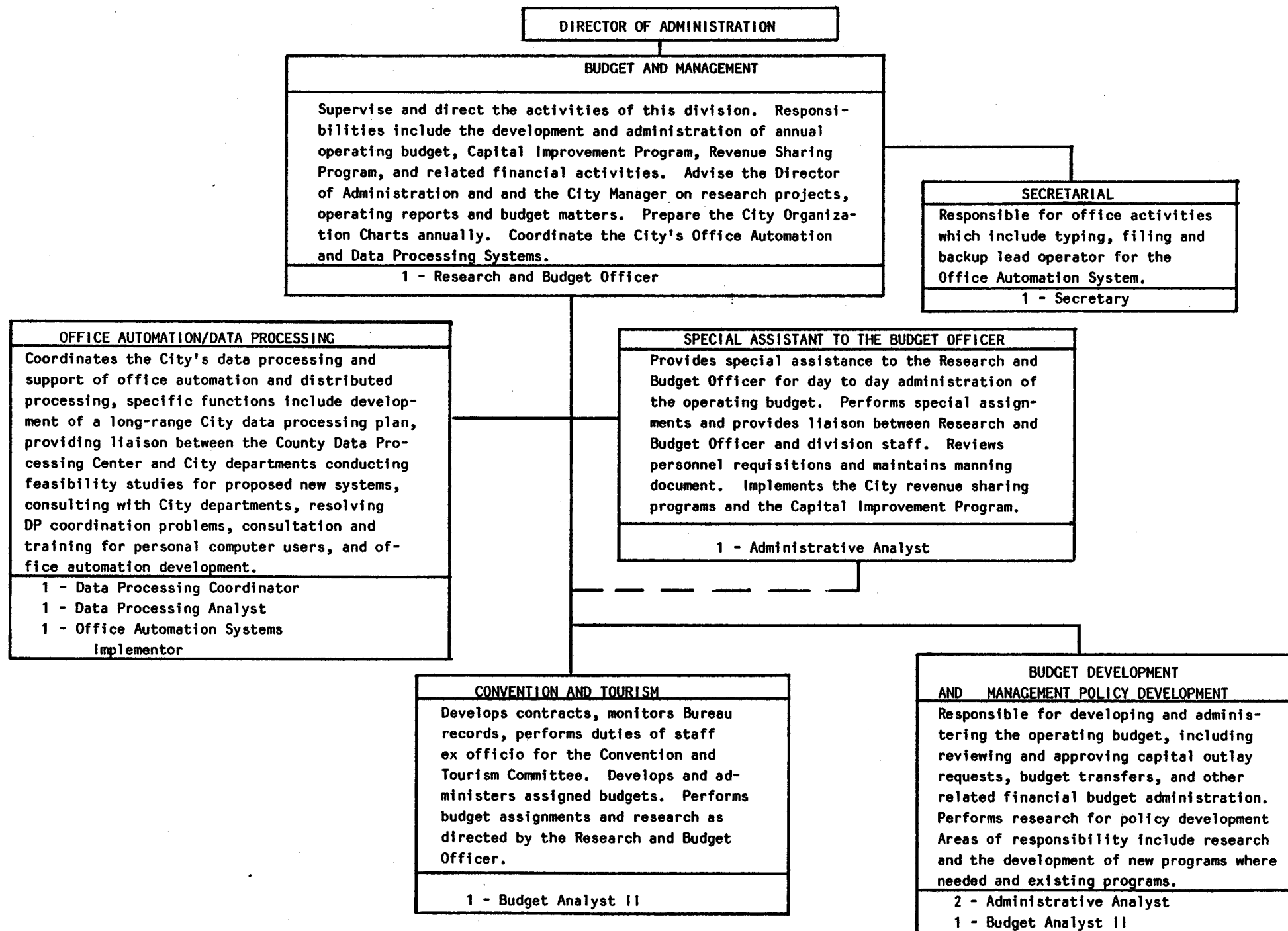
***DUI Grant - KDOT**

****Alcohol and Drug Safety Action Program**









DIRECTOR OF ADMINISTRATION

CONTRACTS ADMINISTRATION DIVISION

Implement and administer all programs and projects developed and funded pursuant to the Housing and Community Development Act of 1974. Provide technical assistance to other divisions within the department regarding contractual arrangements. Monitor programs and activities at the federal level to insure maximum federal assistance to the City of Wichita. Coordinate with City departments and provide technical assistance regarding applications for federal assistance.

Maintain an inventory of real property owned by the City. Provide management services for properties scheduled for redevelopment by the private sector.

1 - Federal Aid Coordinator

SECRETARIAL

2 - Secretary

LAND MANAGEMENT

Provide acquisition and relocation services for real property purchases. Maintain an inventory of City-owned real property. Identify surplus City lands which are subject to disposition to the private sector. Maintain and manage the redevelopment land inventory which includes all real property identified for redevelopment. Provide technical assistance in real property transactions.

1 - Land Management Officer (Real Estate)
2 - Land Management Analyst
1 - Land Management Specialist
1 - Maintenance Mechanic

CONTRACTS ADMINISTRATION & PROGRAM EVALUATION

Establish a systematic procedure for development, execution and administration of City contractual arrangements under the Community Development Block Grant program. Process contract changes as needed to assist in successful program operation. Monitor and evaluate project implementation on a continuing basis. Prepare periodic progress reports for the Board of City Commissioners. Maintain information and records on all CDBG projects. Provide assistance to the Federal Aid Coordinator on other federal programs.

1 - Contracts Analyst Supervisor
2 - Contracts Analyst
1 - Accountant I
1 - Administrative Aide II

DIRECTOR OF ADMINISTRATION

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CONTROLLER'S OFFICE

Direct the general accounting, internal control, and activities for the City; coordinate the debt and capital improvement program; develop accounting and internal control program; advise the Director of Administration and City Manager on accounting and fiscal matters and provide financial statements to administrative officials.

1 - Controller

SECRETARIAL

1 - Secretary

PAYROLL

1. Supervise general payroll activities.
2. Pre-audit time records.
3. Coordinate payroll changes for Data Processing.
4. Assist controller in certifying payrolls.
5. Reconcile and submit quarterly FICA report.
6. Compute final pay including refund of retirement contributions of terminated employees.
7. Maintain funds of Police and Fire Retirement, Employee's Retirement, Group Life Insurance Reserve, Employee's Social Security, Employee's Health Insurance, Worker's Compensation Reserve, Employees' Def. Compensation.

1 - Accountant II

GENERAL ACCOUNTING

See Page 17

FEDERAL ACCOUNTING

Specialize in federal accounting in order to interpret and advise management in the various federal regulations and guidelines as they relate to the many federal and state programs. Funds include CDBG, CETA, UDAG, LHA, CSBG, and other federal grants.

1 - Accountant III

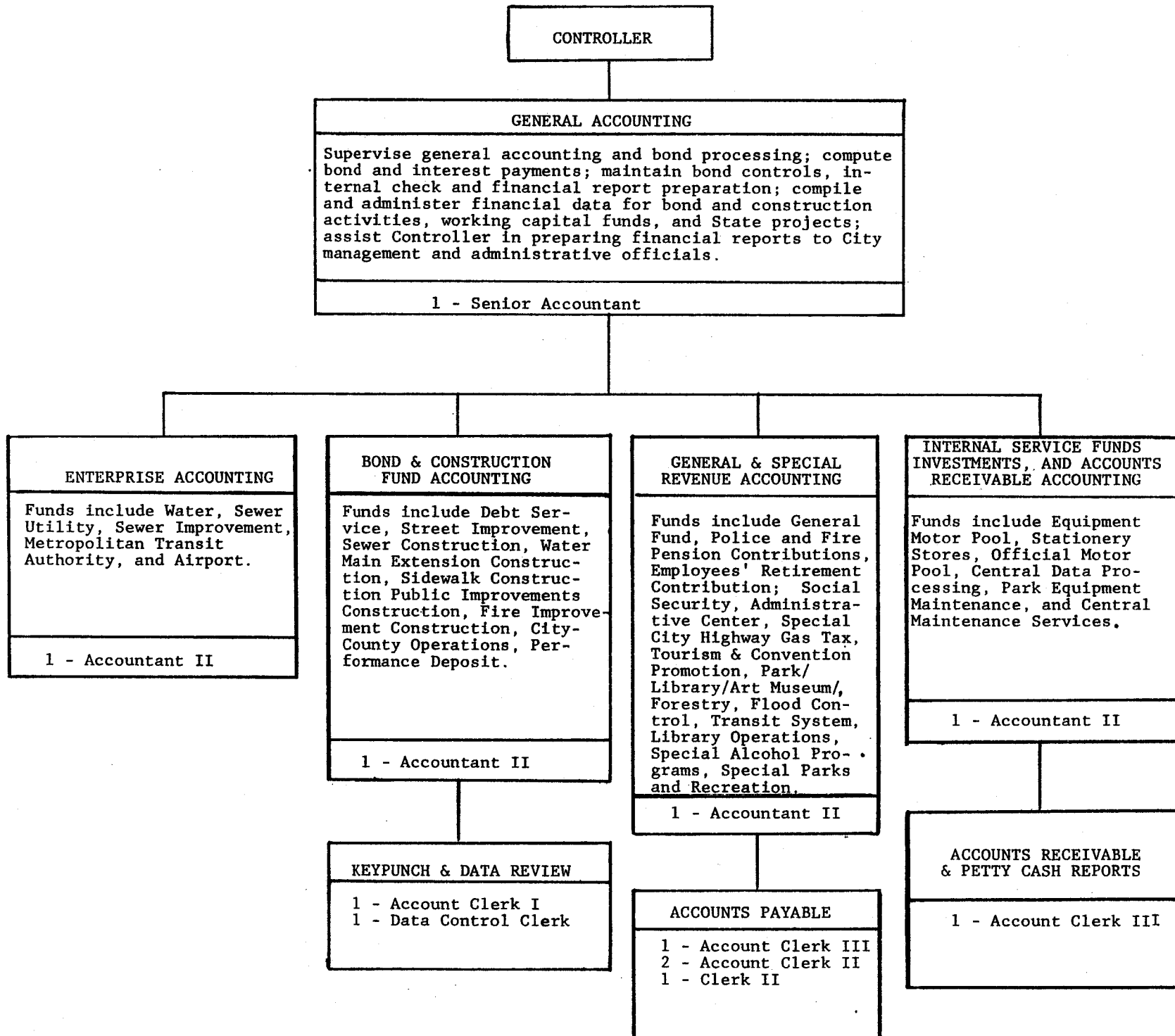
WORKERS COMPENSATION AND
PAYROLL ACCOUNTING

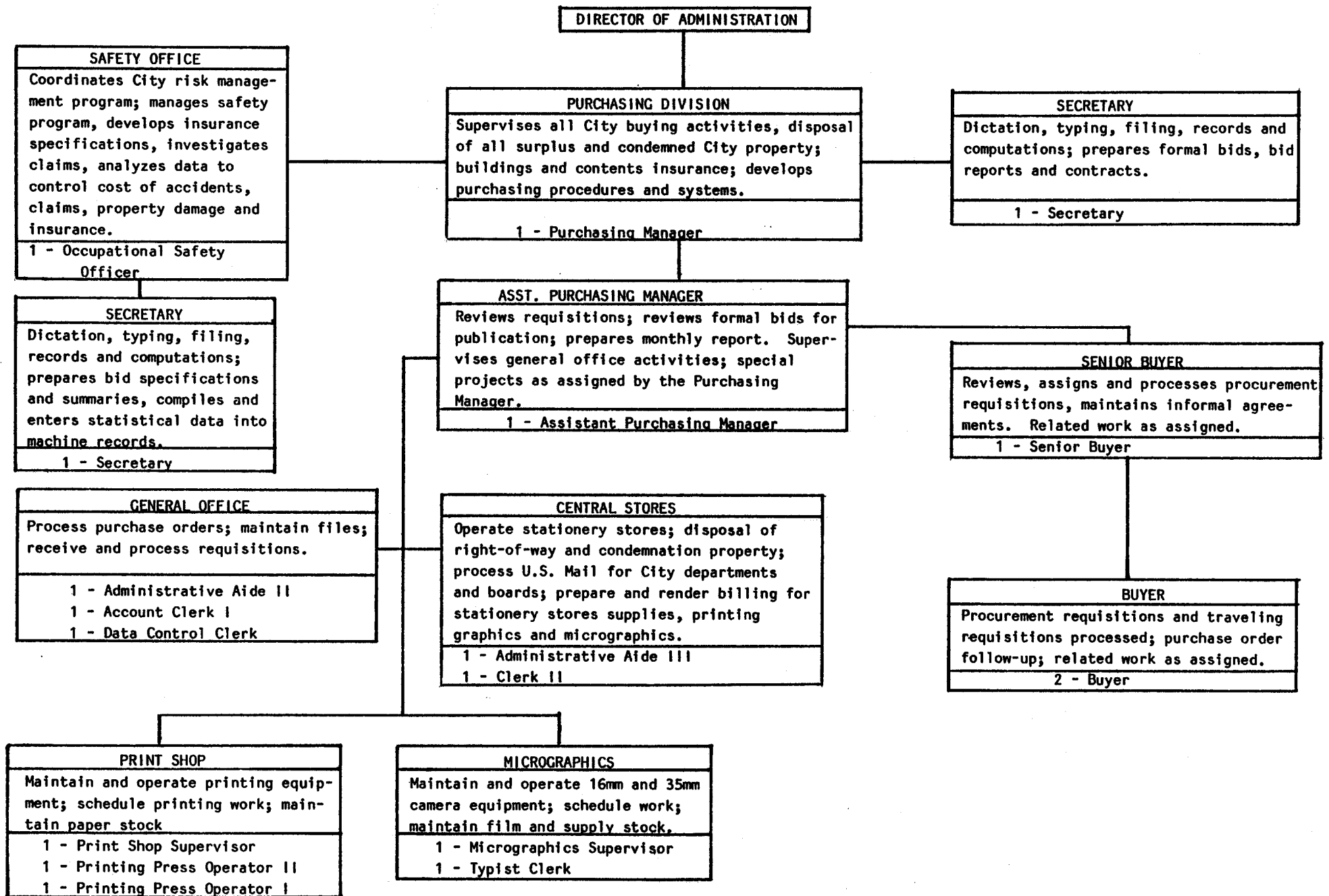
1 - Accountant I
1 - Account Clerk II

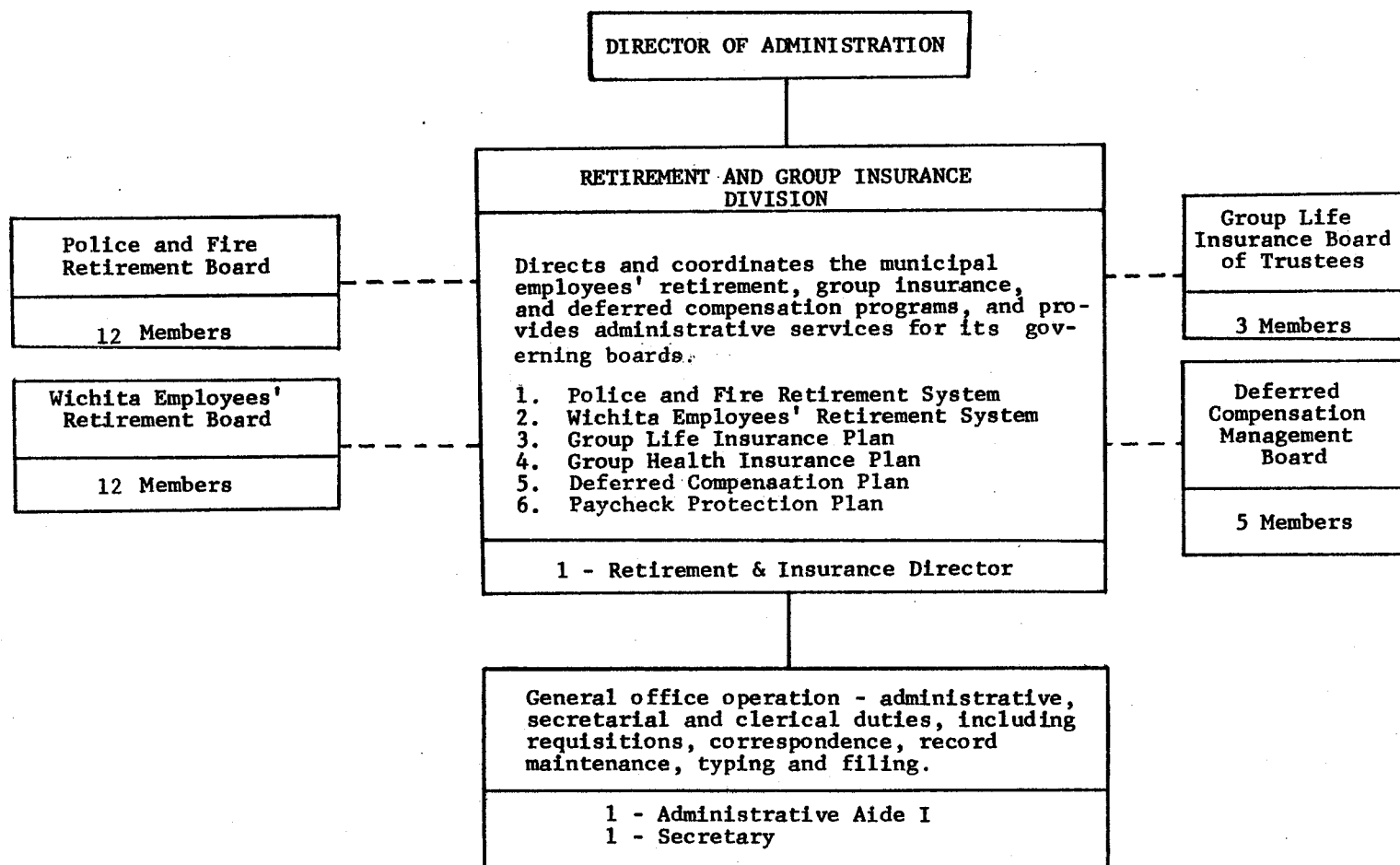
INTERNAL AUDITING AND FIXED
ASSETS CONTROL

Responsible for the internal, field, and special audits of City financial operations. Monitors updating of fixed assets records.

1 - Accountant III







DIRECTOR OF ADMINISTRATION

TREASURY DIVISION

Directs and coordinates the collections and deposits of all funds; maintains projections of cash balance; supervises all cash disbursements; maintains cash position; administers investment of all funds, including idle funds; develops collecting procedures and systems; supervises licensing program; administers bond and note sales and debt management.

1 - City Treasurer

SUPERVISION

The Deputy City Treasurer directly supervises the License Section and assists the Treasurer in supervising and directing the other sections of the Treasurer's Division.

1 - Deputy City Treasurer

ADMINISTRATION

Performs administrative and clerical duties for the City Treasurer and Deputy City Treasurer; processes the investment of all City funds; computes interest earnings; prepares and maintains investment reports and records.

1 - Account Clerk II

COLLECTION

Receives and processes water payments made to the Treasurer's Office; collects and handles all parking meter monies.

1 - Cashier II
3 - Teller
1 - Teller (PT-50%)
2 - Parking Meter Coin Collector

GENERAL OFFICE

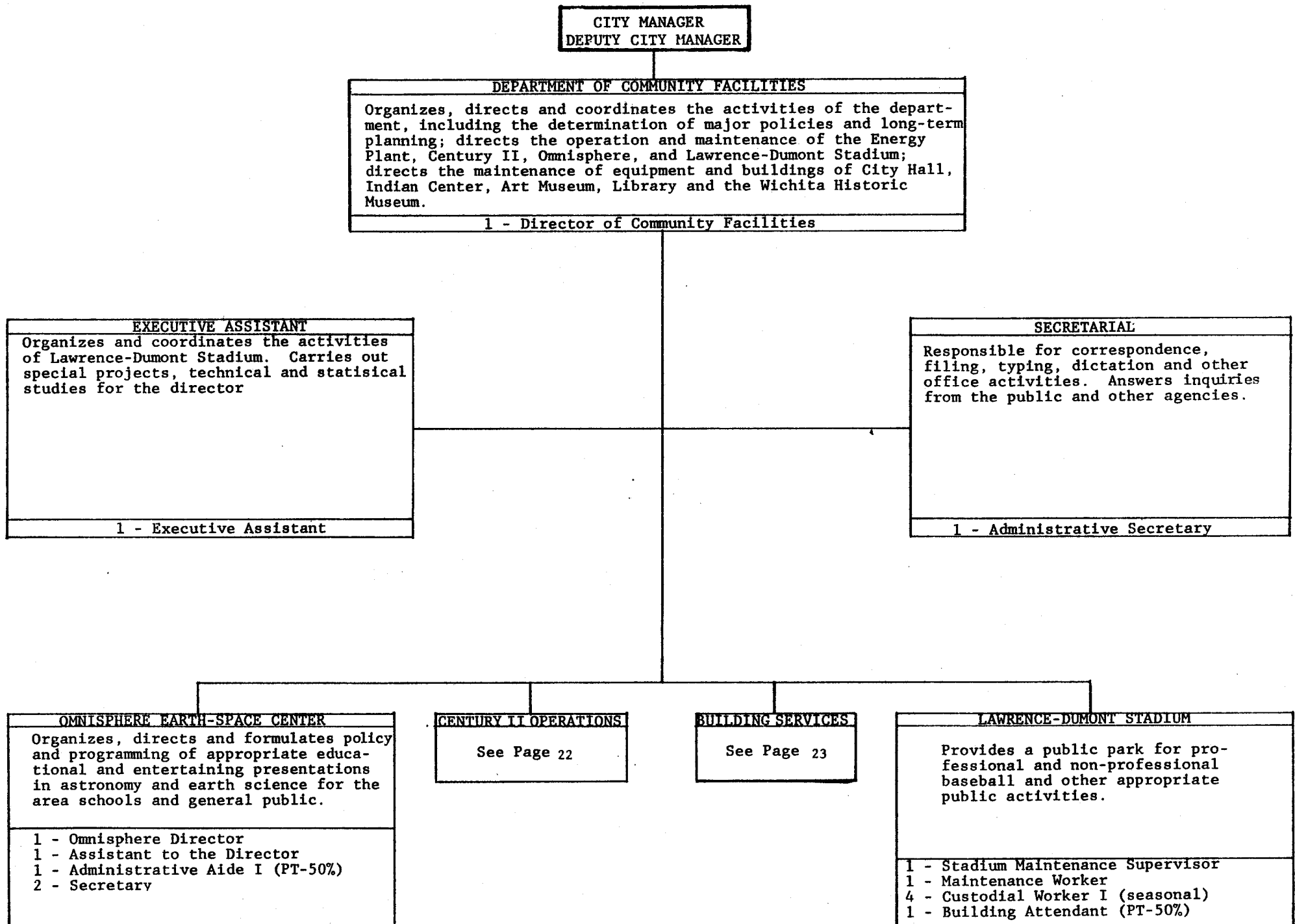
Verifies, records, and deposits all City receipts; maintains cash ledger; prepares voucher warrants and bank reconciliations for all City and federal funds. Maintains records of all bond and coupon payments; assists secretary in investment processing.

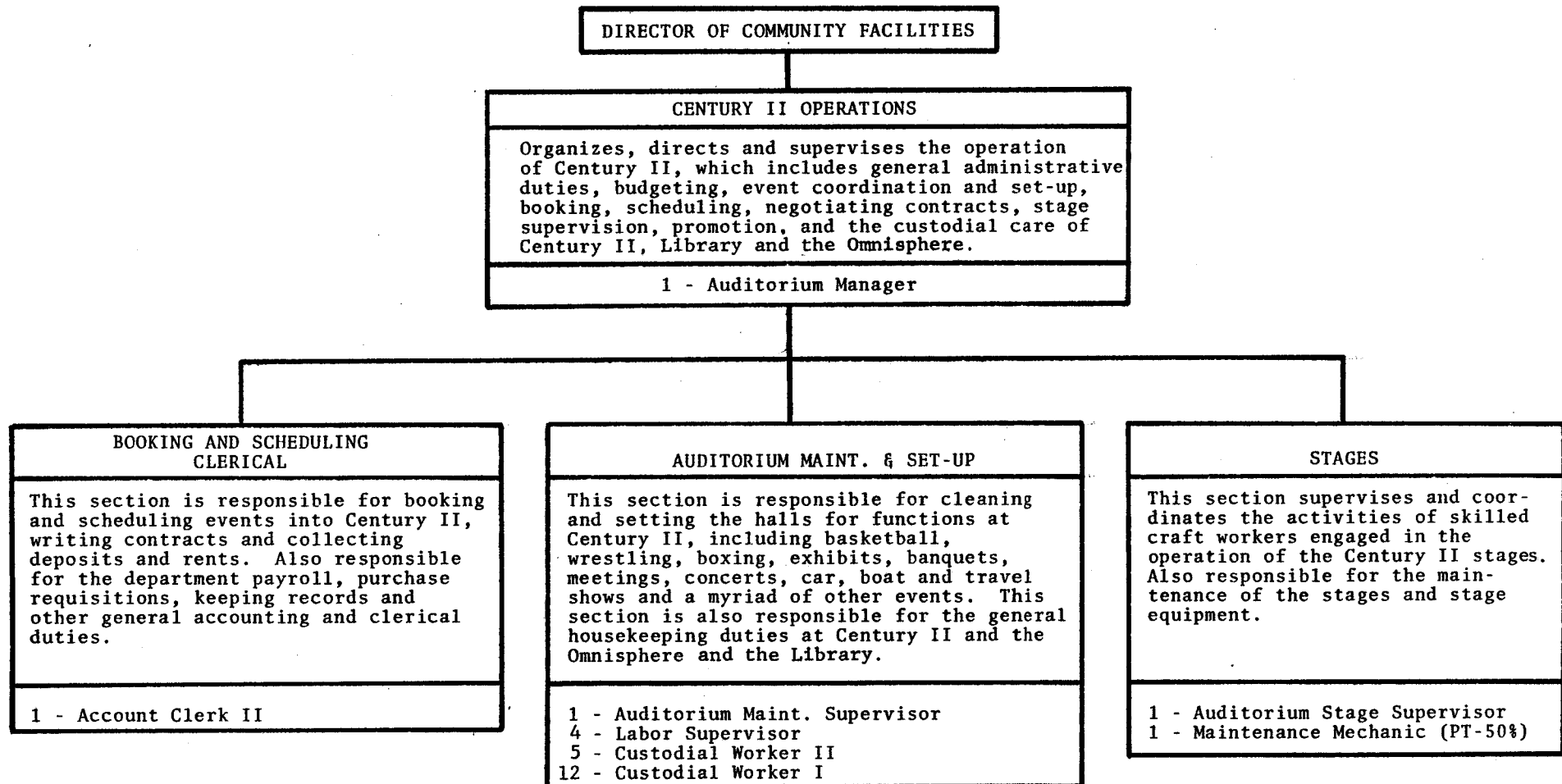
1 - Accountant I
1 - Account Clerk II
1 - Account Clerk I

LICENSING

Issues billings, types licenses and maintains records. Provides field license investigations.

1 - Administrative Aide III
1 - Account Clerk I
1 - Clerk II





DIRECTOR OF COMMUNITY FACILITIES

BUILDING SERVICES

This division is responsible for the maintenance and housekeeping of City Hall, Police Garage, Art Museum and Indian Center; certain duties at the Radio Maintenance Center; custodial care of the MTA building; and maintenance of Century II, Historic Museum, Omnisphere and Library

1 - Building Maintenance Supervisor

CITY HALL
MAINTENANCE

This section is responsible for the mechanical maintenance of City Hall, Police Garage, Art Museum, Indian Center and certain duties at the Radio Maintenance Center. Maintenance at City Hall is provided on a 24-hour basis.

1 - Auditorium Equip. Supv.
1 - Stationary Engineer II
1 - Elec. Systems Supervisor

6 - Maintenance Mechanic
3 - Maintenance Worker
1 - Electrician II

CITY HALL
CUSTODIAL

This section is responsible for the housekeeping duties at City Hall, Police Garage, Art Museum, Indian Center, MTA building. Also responsible for supervising the contractual clean of City Hall's restrooms and sorting interoffice mail.

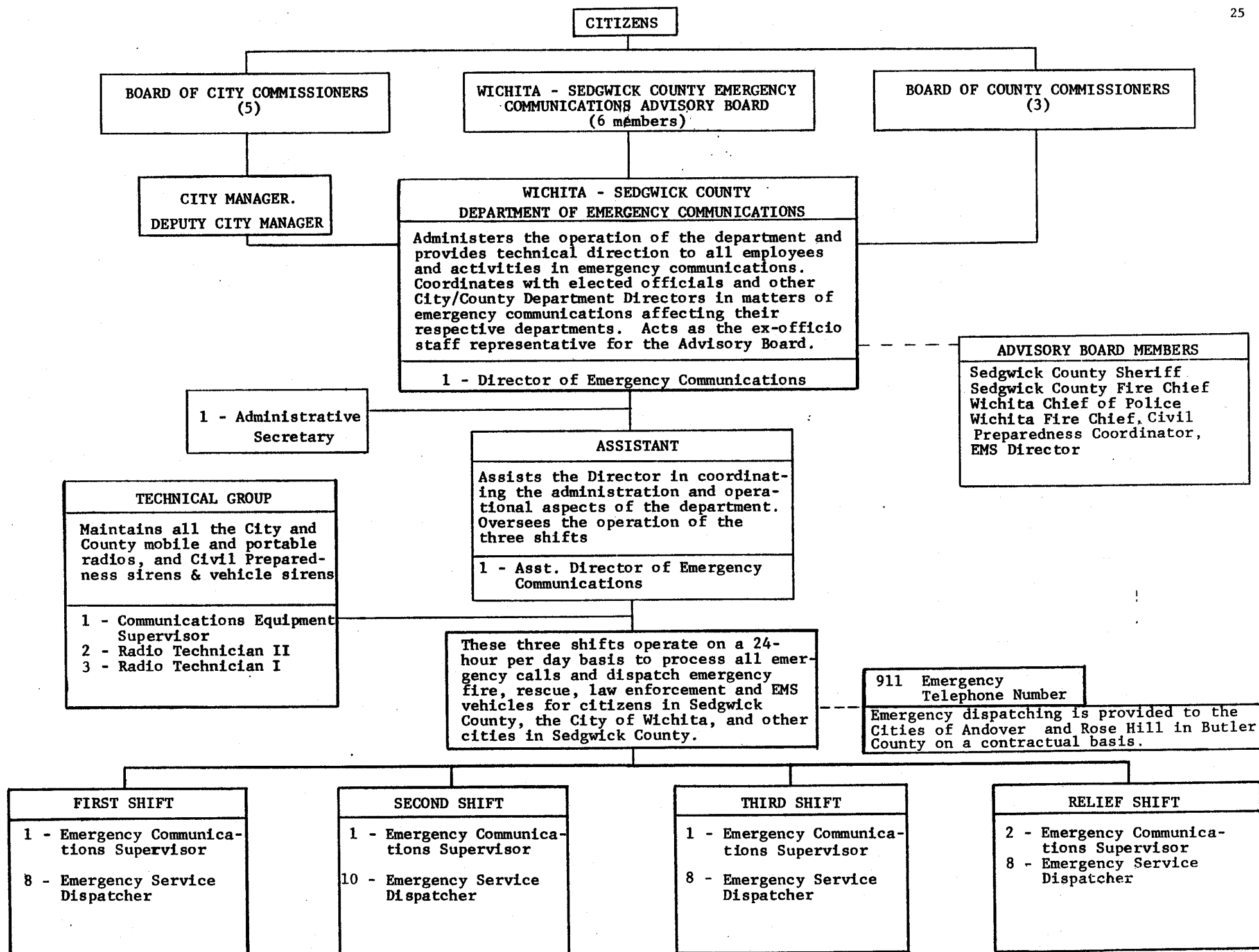
1 - Auditorium Maintenance Supervisor
1 - Labor Supervisor
5 - Custodial Worker II
11 - Custodial Worker I
2 - Custodial Worker I (PT-50%)

CENTURY II
EQUIPMENT MAINTENANCE

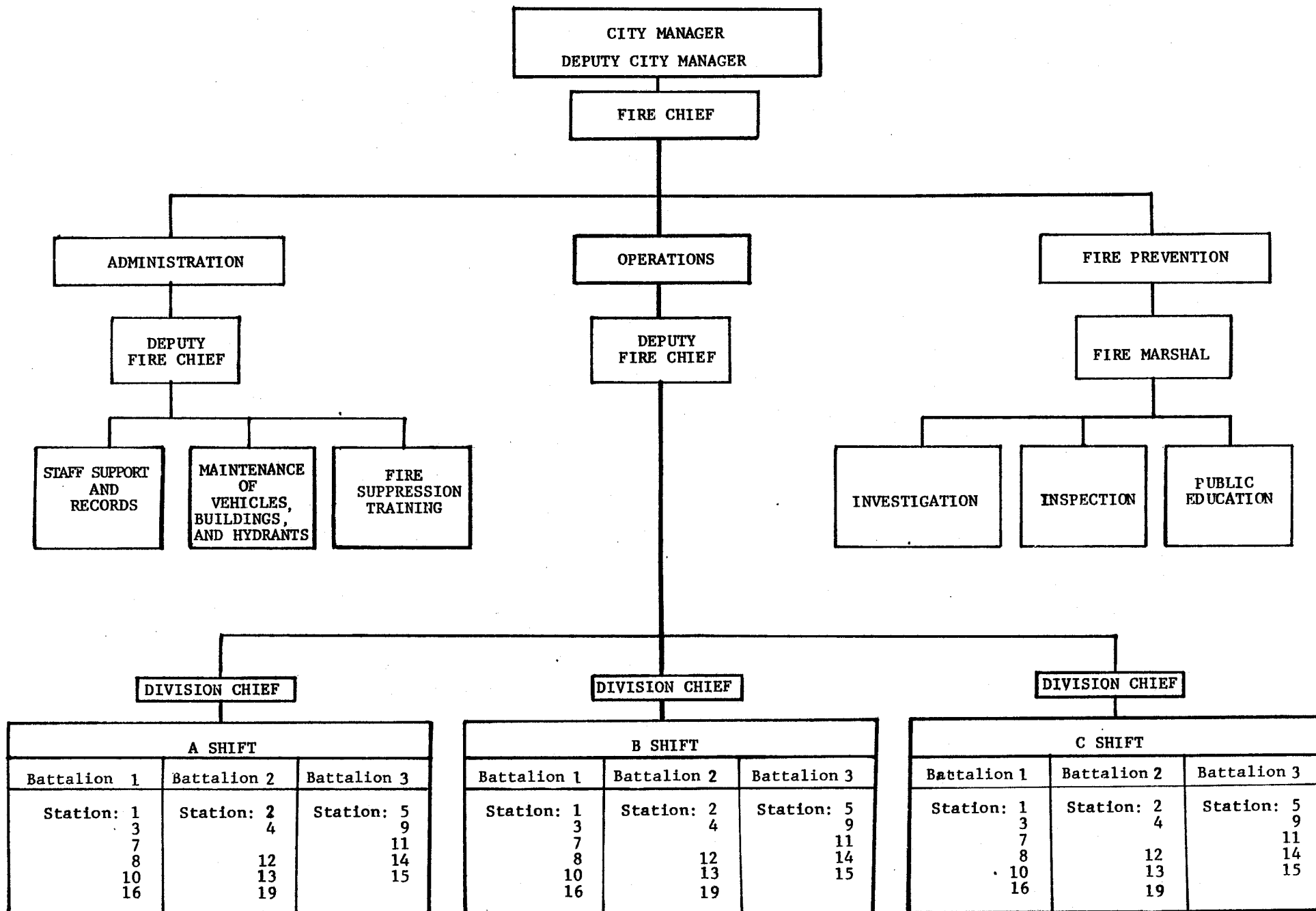
This section is responsible for the mechanical maintenance of Century II, Library, Omnisphere, the Wichita Historic Museum and certain duties at Lawrence-Dumont Stadium

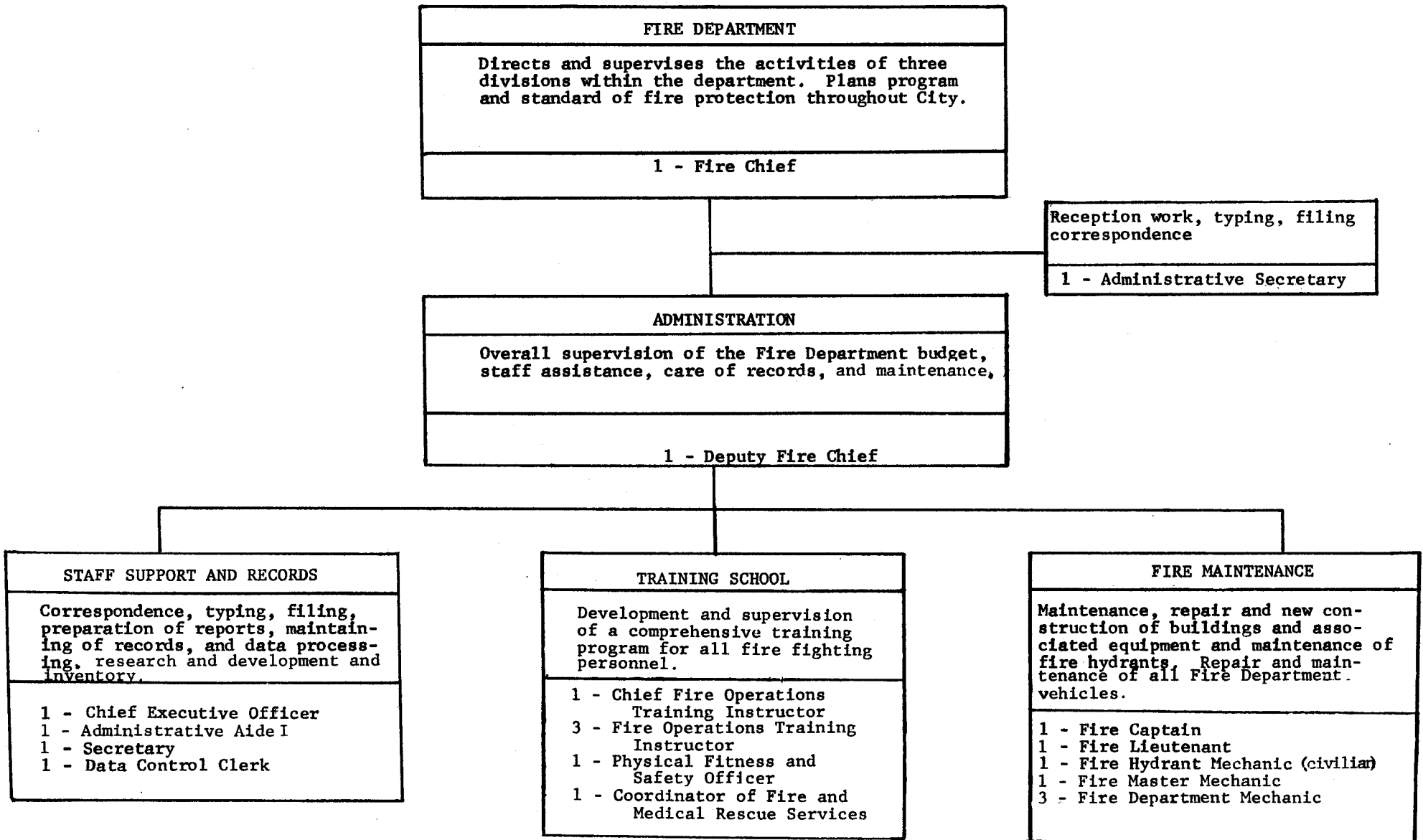
1 - Auditorium Equip. Supv.
1 - Stationary Eng. II
3 - Maintenance Mechanic
3 - Maintenance Worker
1 - Electrician II











FIRE CHIEF

OPERATIONS

Extinguishing of fires, rescue, evacuation and salvage, emergency medical care, company inspections and training of firefighters.

1 - Deputy Fire Chief

FIRE FIGHTING SERVICE

Divided into three districts. Is responsible for extinguishing of fires, resuscitator/rescue and evacuation, salvage operations. Emergency Medical care to the public, company inspection, fire hydrant inspection, fire investigation, and other related work.

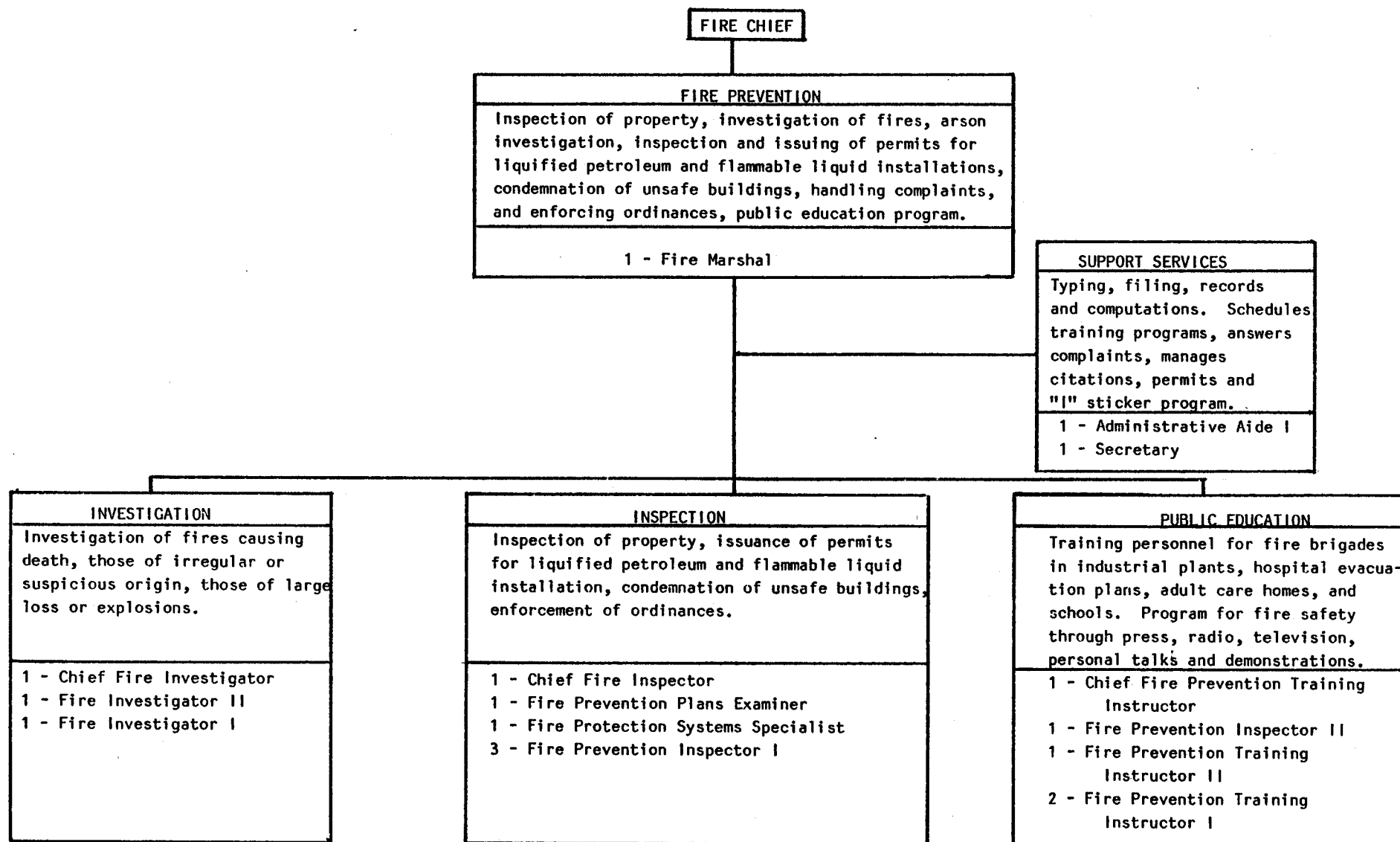
3 - Division Fire Chief

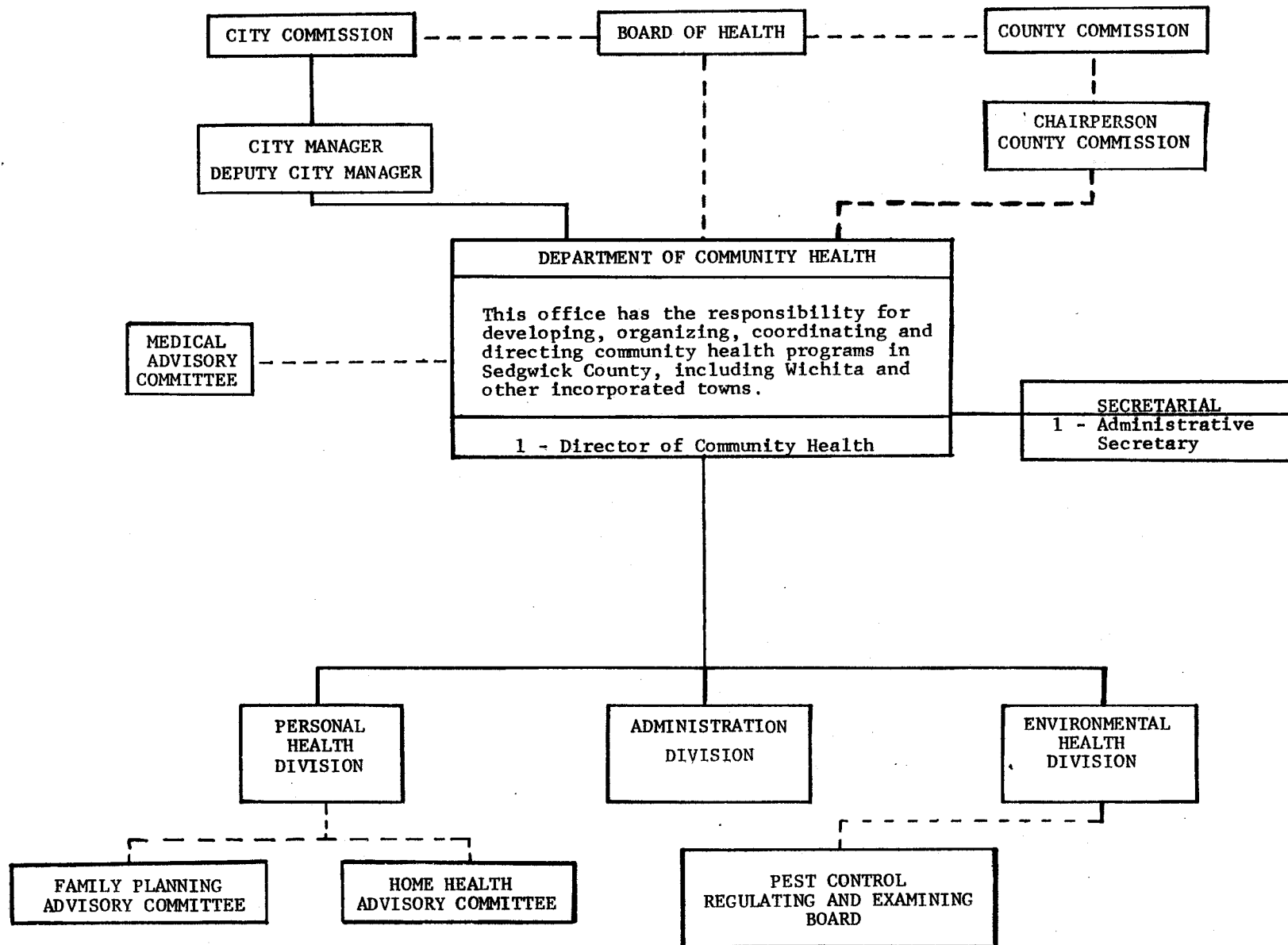
<u>DISTRICT NO. 1</u>	<u>DISTRICT NO. 2</u>	<u>DISTRICT NO. 3</u>
4 - Battalion Chief	3 - Battalion Chief	3 - Battalion Chief
<u>Station 1</u>	<u>Station 2</u>	<u>Station 5</u>
5 - Captain	5 - Captain	3 - Captain
9 - Lieutenant	12 - Lieutenant	3 - Lieutenant
24 - Firefighter	24 - Firefighter	10 - Firefighter
3 - Fire Invest. I		
<u>Station 3</u>	<u>Station 4</u>	<u>Station 9</u>
3 - Captain	3 - Captain	3 - Captain
3 - Lieutenant	3 - Lieutenant	3 - Lieutenant
10 - Firefighter	10 - Firefighter	10 - Firefighter
<u>Station 7</u>	<u>Station 12</u>	<u>Station 11</u>
3 - Captain	3 - Captain	5 - Captain
3 - Lieutenant	3 - Lieutenant	6 - Lieutenant
10 - Firefighter	10 - Firefighter	15 - Firefighter
<u>Station 8</u>	<u>Station 13</u>	<u>Station 14</u>
3 - Captain	3 - Captain	3 - Captain
3 - Lieutenant	3 - Lieutenant	3 - Lieutenant
10 - Firefighter	10 - Firefighter	10 - Firefighter
<u>Station 10</u>	<u>Station 19</u>	<u>Station 15</u>
3 - Captain	3 - Captain	3 - Captain
3 - Lieutenant	3 - Lieutenant	3 - Lieutenant
10 - Firefighter	10 - Firefighter	10 - Firefighter
<u>Station 16</u>		
3 - Captain		
3 - Lieutenant		
10 - Firefighter		

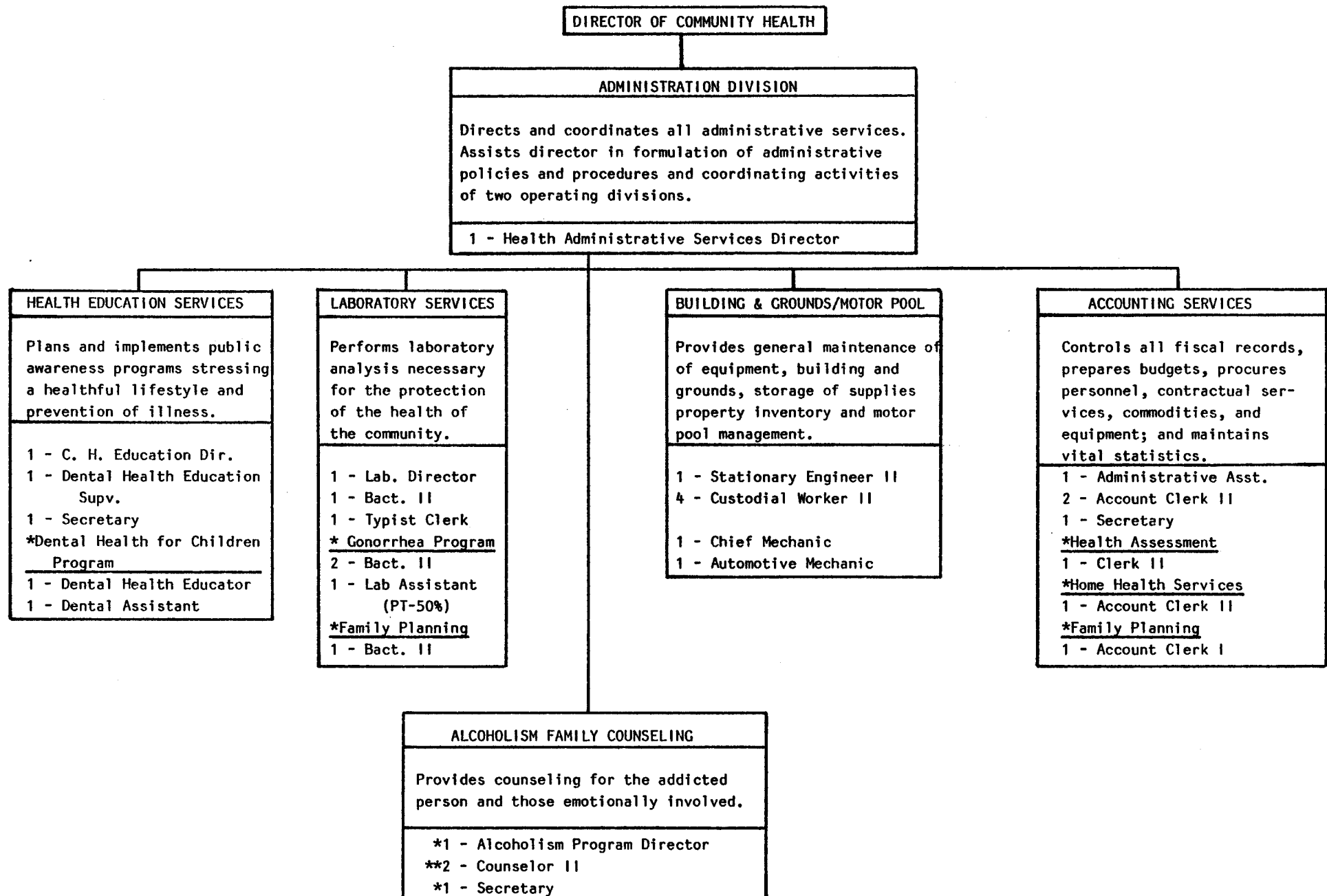
NOTE: The three Fire Investigator is assigned to Station 1 work eight hour days and assist the Fire Prevention Division.

NOTE: The three Division Fire Chiefs (one assigned to each shift) are assigned to Station 1.

NOTE: Personnel authorized to fill in for vacation, Kelly days, sick leave days, etc. are reflected in the personnel strength at Stations 1, 2 and 11.







*Federal/State Funds

**Special Alcohol Program

DIRECTOR OF COMMUNITY HEALTH

PERSONAL HEALTH SERVICES DIVISION

Directs and coordinates the overall planning and administration of all Personal Health Service programs.

1 - Personal Health Services Director

1 - Administrative Aide I

SPECIAL SERVICES

Plans, Directs and supervises WIC (Supplemental Food Program for Women, Infants & Children and Home Health Agency.

*1 Chief, Special Services

*WIC

- 1 - Nutritionist II
- 1 - Nutritionist I
- 1 - P. H. Educator I
- 3 - C. H. Nurse I
- 1 - C. H. Aide
- 4 - Clerk II

*Home Health Services

- 3 - C. H. Nurse III
- 10 - C. H. Nurse I
- 1 - Physical Therapist
- 1 - Occupational Therapist
- 1 - L.P.N.
- 1 - Secretary
- 1 - Clerk II
- 3 - Home Health Aide
- 1 - Storekeeper

CLINIC SERVICES

Plans, directs, and supervises Family Planning, Maternal and Infant, V.D., Immunization and T. B. Clinics.

1 - Chief, Clinic Services

- 2 - Nurse Clinician
- 1 - C. H. Nurse III
- 1 - C. H. Nurse II (PT-25%)
- 1 - C. H. Nurse I
- 1 - Administrative Aide I

*Family Planning

- 1 - C. H. Aide
- 1 - C. H. Aide (PT-50%)
- 1 - Social Worker I
- 2 - Clerk II
- 1 - Bacteriologist II

*Maternal & Infant Care

- 1 - Nurse Clinician
- 1 - Social worker I
- 1 - Social Worker I (PT-50%)
- 1 - C. H. Nurse III (PT-50%)
- 1 - Clerk II

*Indochinese Refugee Assist.

- 1 - Clerk II

*T. B. Project Grant

- 1 - C. H. Nurse I
- 1 - Clerk II

*Health Assessment

- 3 - C. H. Nurse I
- 1 - C. H. Nurse I (PT-50%)

*Refugee Screening

- 1 - Interpreter Aide
- 1 - C. H. Nurse I

*Prevention of Prematurity

- 1 - Clinician
- 1 - C. H. Aide

*T. B. Outreach

- 1 - Health Aide

FIELD SERVICES

Plans, directs and supervises Licensure Program, SSI Program and five Health Stations.

1 - Chief, Field Services

- 1 - Nurse Clinician
- 4 - C. H. Nurse III
- 13 - C. H. Nurse I
- 1 - Secretary
- 4 - Clerk II
- 1 - Typist Clerk

*Maternal and Child Health

- 1 - C. H. Nurse I
- 1 - Typist Clerk

*Health Assessment

- 1 - C. H. Nurse I
- 1 - C. H. Nurse I (PT-50%)

*Northeast Health Services

- 1 - C. H. Nurse II
- 1 - Typist Clerk

*Colvin Health Station

- 1 - Typist Clerk

*Community Health Services

- 1 - C. H. Nurse I
- 1 - Home Health Aide (Interpreter)
- 1 - Home Health Aide (Interpreter) (PT-50%)

*Federal/State Funds

ENVIRONMENTAL HEALTH DIVISION

Directs and coordinates the overall planning and administration of all environmental programs including routine staff assistance to three appointive boards or committees.

1 - Environmental Health Director

ENVIRONMENTAL SERVICES

Performs coordination of milk, food, institution programs, and the maintenance of animal control activities including: eating and drinking establishments, food stores, warehouses and manufacturing plants, food handlers' school, milk plants and farm producers, adult and child care homes, schools and hospitals, and animal control and rabies prevention.

1 - Chief, Environmental Services

MILK

1 - P.H. Sanitarian II
2 - P.H. Sanitarian I

FOOD AND
INSTITUTION

1 - P.H. Sanitarian II
4 - P.H. Sanitarian I

ANIMAL CONTROL

1 - Animal Control Field Supv.
1 - Animal Control Shelter Supv.
7 - Animal Control Officer II
7 - Animal Control Officer I

1 - Clerk II
1 - Animal Control Officer I (PT-50%)

CLERICAL, DATA, RECORDS,
AND COMMUNICATIONS

3 - Secretary
1 - Radio Dispatcher
*1 - Secretary

ENVIRONMENTAL QUALITY

Performs coordination of air, water and general environmental quality programs and the maintenance of solid waste and vector activities including: air and water pollution control, water supply and waste systems (permits), solid waste (permits), camps, swimming pools and mobile home parks; weeds, junk vehicles, animal maintenance (permits) and other land use maintenance; and control of mosquitos, flies, rats, birds and poison ivy.

1 - Chief, Environmental Services

WATER QUALITY
CROSS-CONNECTION
CONTROL

1 - P.H. Sanitarian II

AIR QUALITY

*1 - Air Quality Environmentalist
1 - Air Quality Technician II

ENVIRONMENTAL QUALITY
SWIMMING POOLS, SOLID
COLLECTION PERMITS

2 - P.H. Sanitarian II
8 - P.H. Sanitarian I

VECTOR CONTROL

1 - P.H. Sanitarian II
1 - Equipment Operator II

DIRECTOR OF COMMUNITY HEALTH

STATE AND FEDERAL GRANTS

Air Pollution (10/1/83 - 9/30/84)

- 1 - Air Quality Environmentalist
- 1 - Secretary

Alcoholism Family Counseling (6/1/83 - 5/31/84)

- 1 - Alcoholism Program Director
- 1 - Secretary

Community Health Services (7/1/83 - 6/30/84)

- 1 - Community Health Nurse I
- 1 - Home Health Aide (Interpreter)
- 1 - Home Health Aide (Interpreter) (PT-50%)

Dental Health Project (7/1/83 - 6/30/84)

- 1 - Dental Health Educator
- 1 - Dental Assistant

Family Planning (7/1/83 - 6/30/84)

- 1 - Social Worker I
- 1 - C. H. Aide
- 1 - C. H. Aide (PT-50%)
- 2 - Clerk II
- 1 - Bacteriologist II
- 1 - Account Clerk I

Gonorrhea Control (7/1/83 - 6/30/84)

- 2 - Bacteriologist II
- 1 - Laboratory Assistant (PT-50%)

Health Assessment (1/1/84 - 12-31/84) (Self-sustaining)

- 3 - C. H. Nurse I
- 1 - C. H. Nurse I (PT-50%)
- 1 - Clerk II

Home Health Services (1/1/84 - 12/31/84) (Self-sustaining)

- 1 - Chief, Special Services
- 3 - C. H. Nurse III
- 10 - C. H. Nurse I
- 1 - Physical Therapist
- 1 - Occupational Therapist
- 1 - L.P.N.
- 3 - Home Health Aide
- 1 - Secretary
- 1 - Clerk II
- 1 - Account Clerk II
- 1 - Storekeeper

Indochinese Refugee Assistance Program (10/1/83 - 9/30/84)

- (Self-sustaining)
- 1 - Clerk II

Maternal & Child Health (7/1/83 - 6/30/84)

- 1 - C. H. Nurse I
- 1 - Typist Clerk

Maternal & Infant Care Project (7/1/83 - 6/30/84)

- 1 - Nurse Clinician
- 1 - Social Worker
- 1 - Social Worker I (PT-50%)
- 1 - Community Health Nurse III (PT-50%)
- 1 - Clerk II

Northeast Health Services (1/1/84 - 12/31/84)

- 1 - C. H. Nurse II
- 1 - Typist Clerk

Colvin Health Station (1/1/84 - 12/31/84)

- 1 - Typist Clerk

Prevention of Prematurity (10/1/83 - 6/30/84)

- 1 - Clinician
- 1 - C. H. Aide

Refugee Health Screening (10/1/83 - 6/30/84)

- 1 - C. H. Nurse I
- 1 - Interpreter Aide

T. B. Grant (7/1/83 - 6/30/84)

- 1 - C. H. Nurse I
- 1 - Clerk II

T. B. Outreach (10/1/83 - 9/30/84)

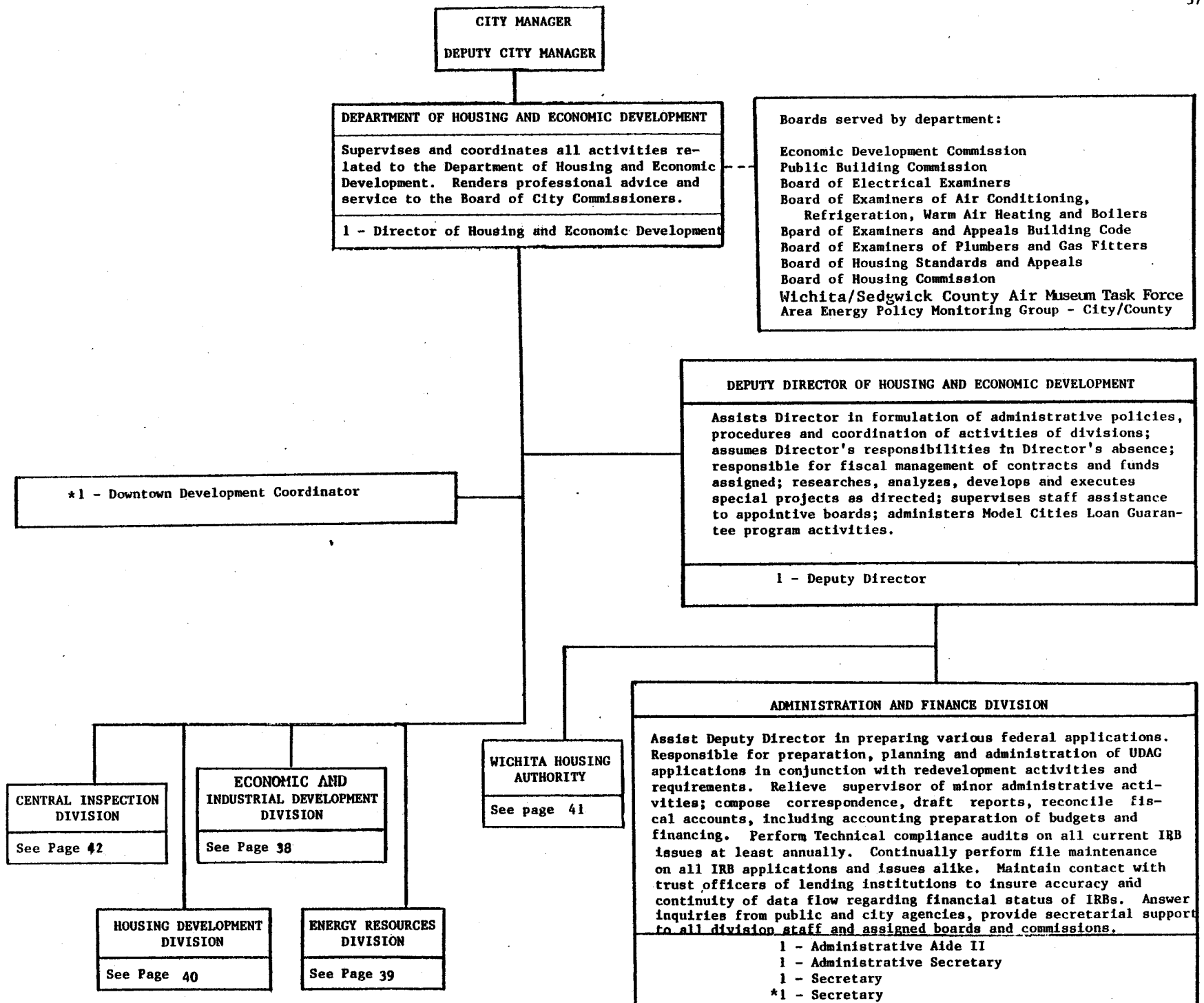
- 1 - Health Aide

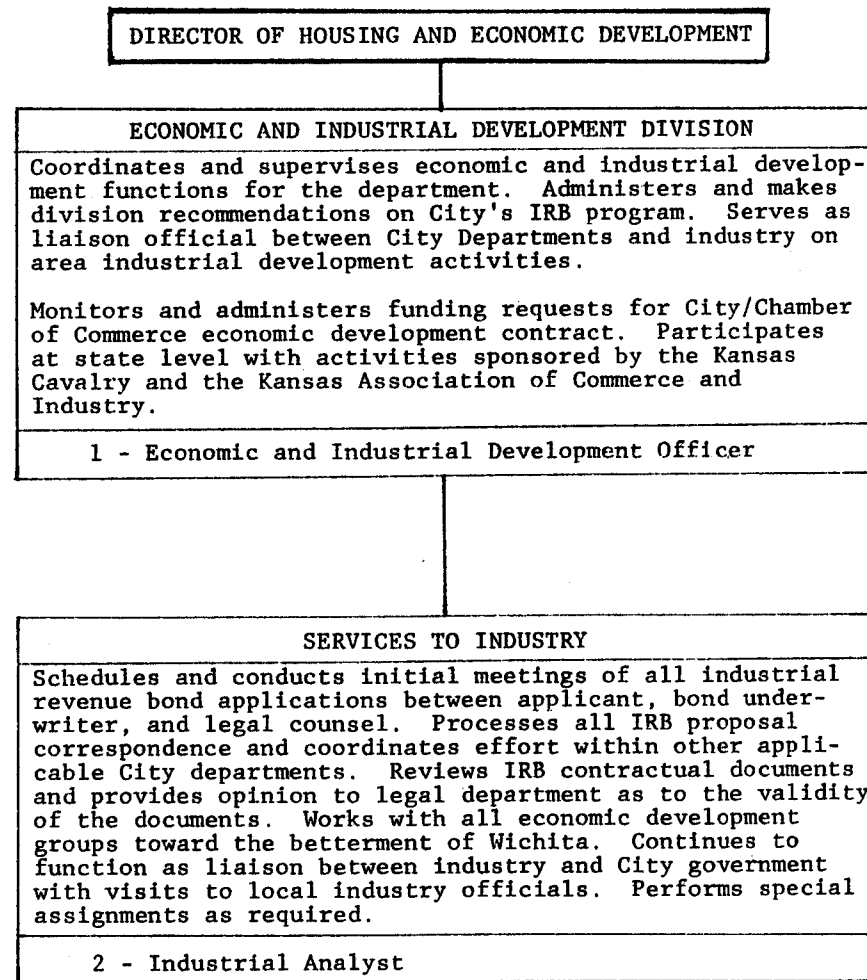
WIC--Suppl. Food Prog. for Women, Infants & Children (7/1/83 - 6/30/84)

- 1 - Nutritionist II
- 1 - Nutritionist I
- 1 - P. H. Educator I
- 3 - C. H. Nurse I
- 1 - C. H. Aide
- 4 - Clerk II

NOTE: The positions listed on this page are a summary of all the Health non-locally funded positions shown on the previous Health pages. Also shown are the inclusive dates of the current contracts and budgets.







DIRECTOR OF HOUSING AND ECONOMIC DEVELOPMENT

ENERGY RESOURCES DIVISION

Directs and coordinates energy conservation and planning activities; promotes public awareness activities; coordinates and promotes efforts to develop and maintain adequate energy supply for local needs; monitors environmental impacts of energy alternatives; secretariat to joint City/County Energy Advisory Board; coordinates weatherization programs and building Energy Audits; implements Area Energy Policy Plans of Action.

1 - Energy Coordinator

1 - Secretary

THE ENERGY PLACE FACILITY

Provides for public demonstrations, tours, audiovisual aids, workshops, seminars (i.e., Heating with Wood, Building a Solar Greenhouse, Passive Solar Design), Home Show and Energy Fair; furnishes conservation information, residential energy audit assistance; clearinghouse for community Energy Efficiency Programs and information dissemination.

PUBLIC AWARENESS

Designs and develops techniques, vehicles and strategies for energy information, disseminates conservation materials; coordinates media participation; advises public on future local energy activities; prepares promotion programs; interfaces with KCC, DOE on projects and events; prepares funding proposals; solicits cosponsors for project participation; promotes public awareness in community energy efficient measures.

OPERATION AND MANAGEMENT

Develops, installs, designs, maintains and tests energy systems and demonstration projects; manages facility operations, grounds, equipment; conducts evaluations and audits of City structures; advises on conservation techniques; interfaces with WSU, DOE on energy programs, initiates funding proposals; programs media and public events; maintains comprehensive energy research library, coordinates presentations and information distribution.

** 1 Administrative Aide III

LOW INTEREST LOAN PROGRAM

Administers and manages Wichita Energy Loan Program (WELP) which includes handling outstanding loans requiring posting of payments and delinquent account procedures; initiates loan agreements; provides resources and clearinghouse for public inquiries; supervises interpretation of infrared thermograms; provides for off-site informational programs on weatherization.

**1 - Administrative Aide I

ON-SITE FIELD OPERATIONS

Trains, supervises and coordinates on-site labor teams from CWEP, SRS, and Housing Development; performs field inspections and certifications of activities.

*1 - Administrative Aide II

*4 - Labor Supervisor I

*3 - Laborer I

*1 - Project Manager Trainee

*3 - Apprentice Worker

Up to 12 - Weatherization Worker
(Non-City)

CITY ENERGY CONSERVATION PROGRAMS

Directs and coordinates all residential weatherization projects; supervises interfacing of delegate programs with DOE, CSA, SRS, SE00, and Housing Development services; responsible for management of WELP/WAP Programs.

**1 - Energy Supervisor

SPECIAL DELEGATE PROGRAMS

Administers and manages grant/ delegate lot-income Weatherization Assistance Programs (WAP): coordinates labor and contractual sources; secures and develops funding sources and labor resources; supervises grant applications and commitments.

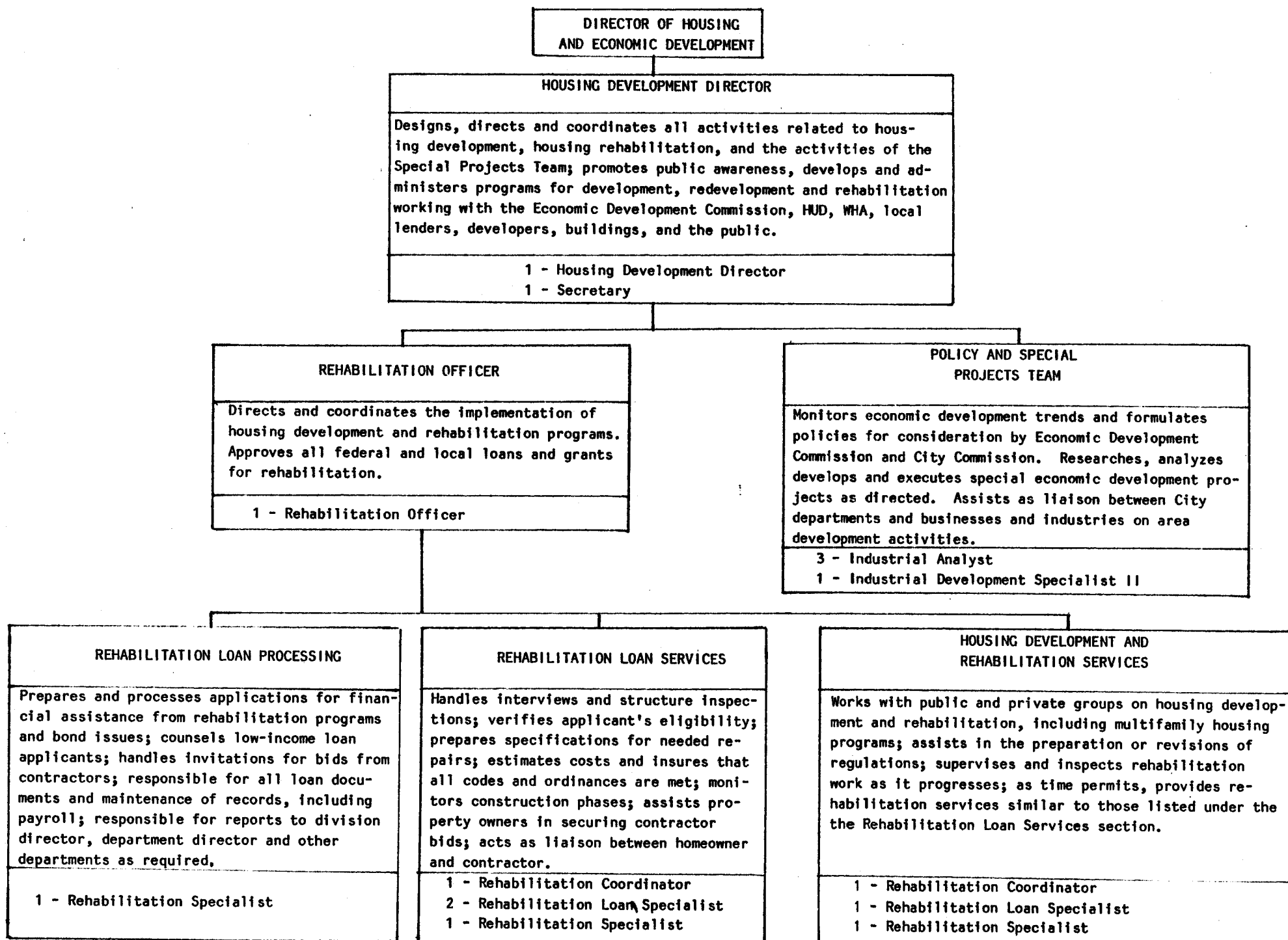
**1 - Administrative Assistant

**1 - Secretary

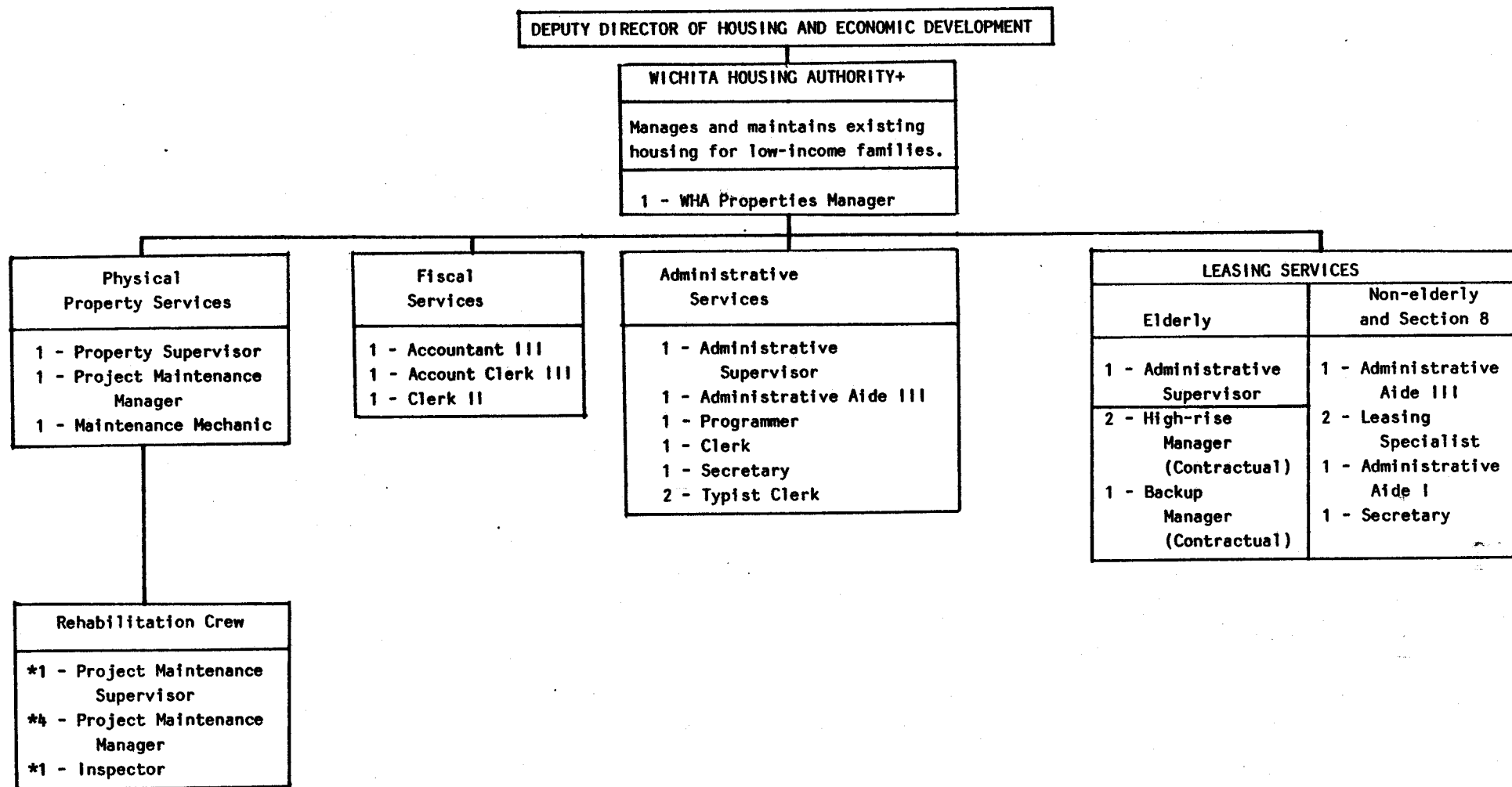
**1 - Clerk II

*SE00/DOE

**CDBG/HUD

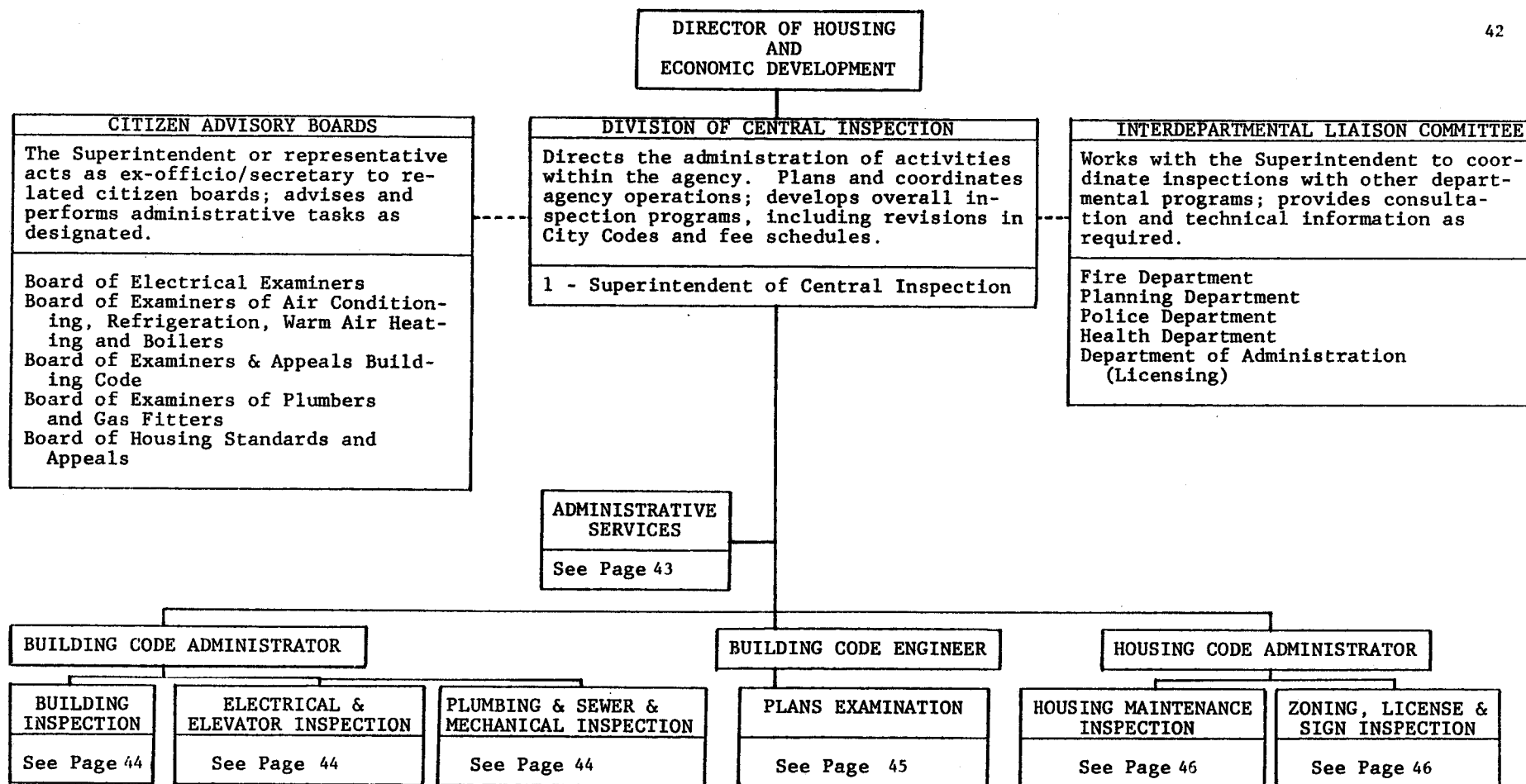


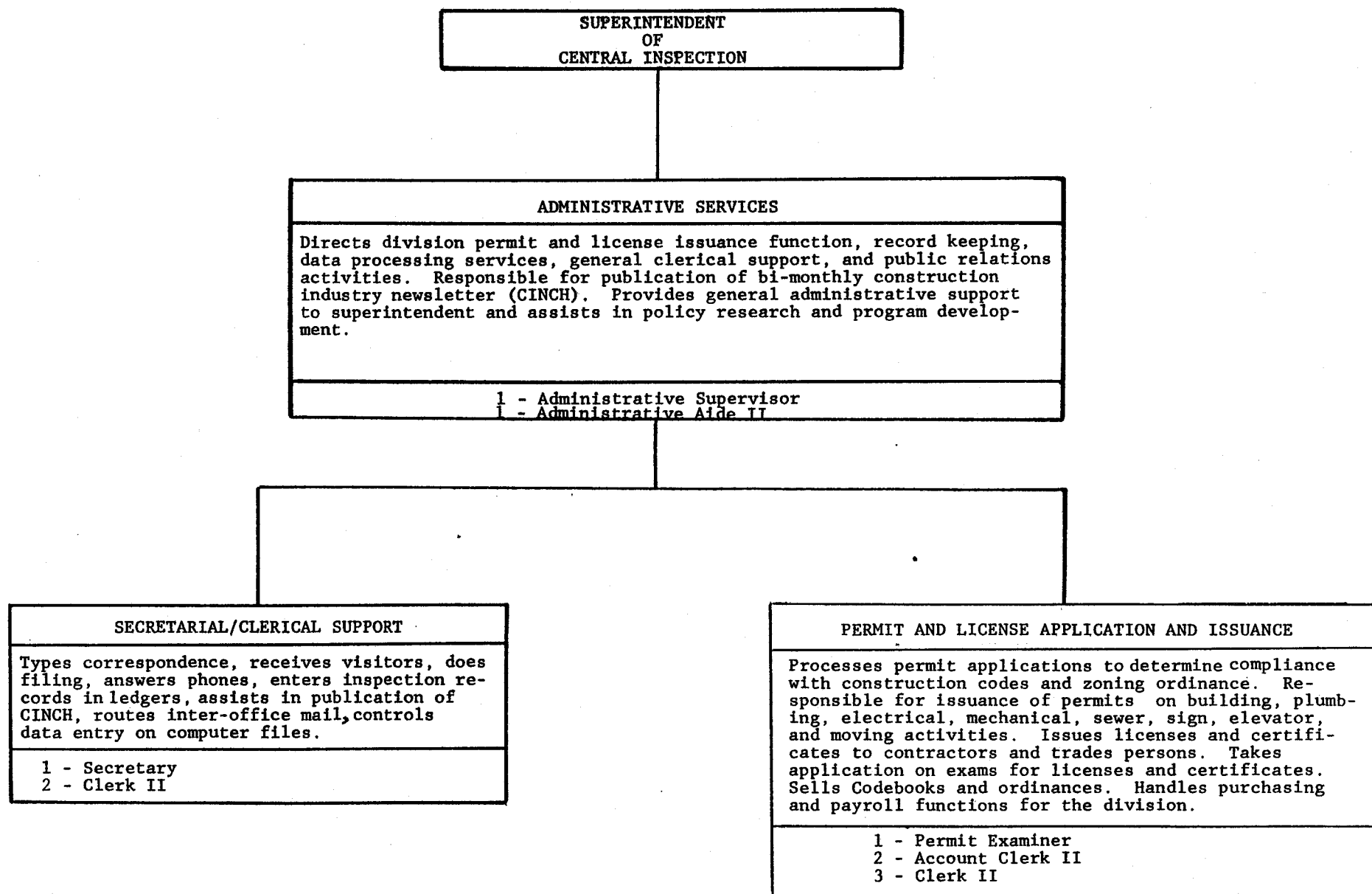
This division is totally funded by federal funds.

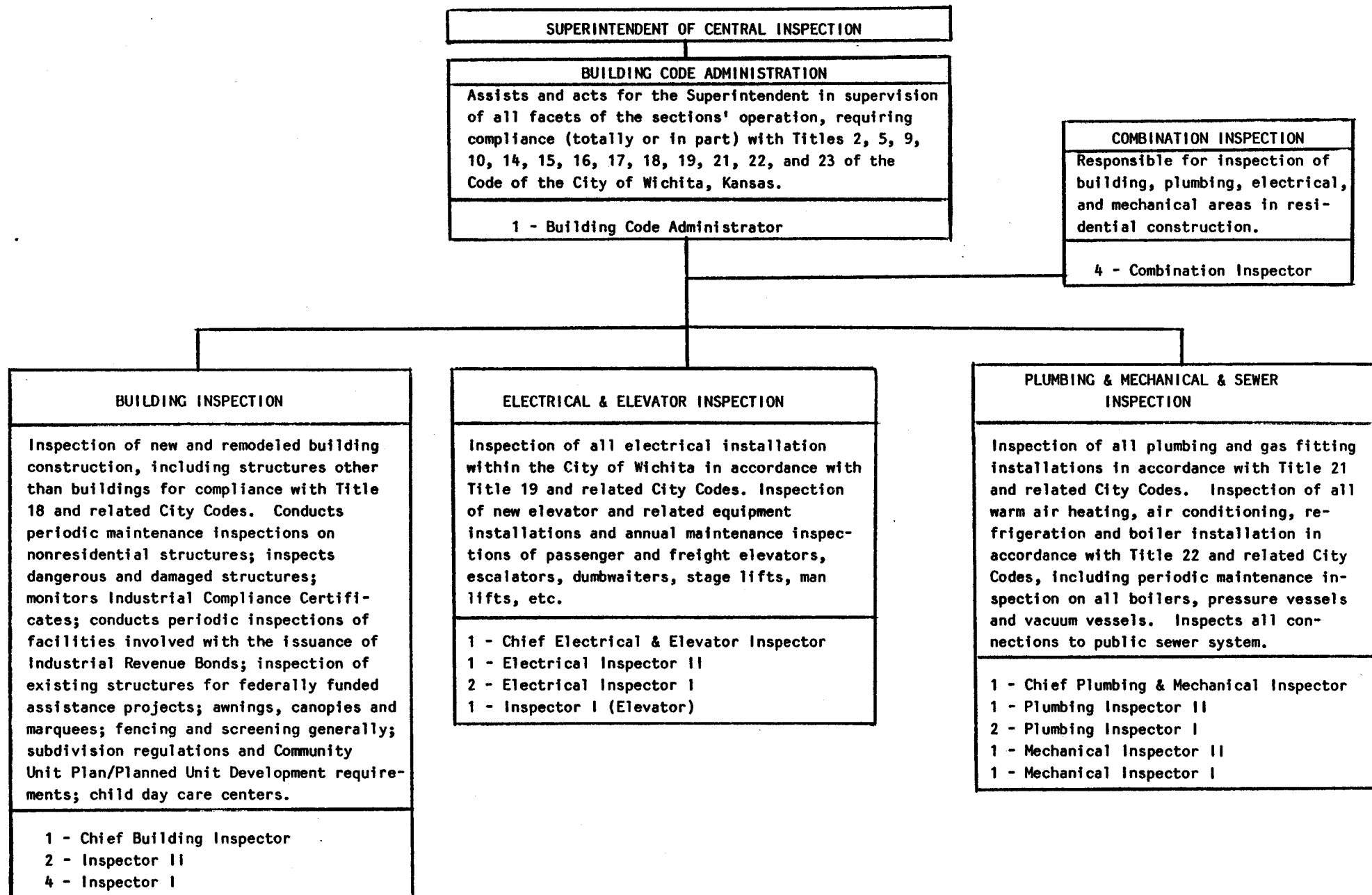


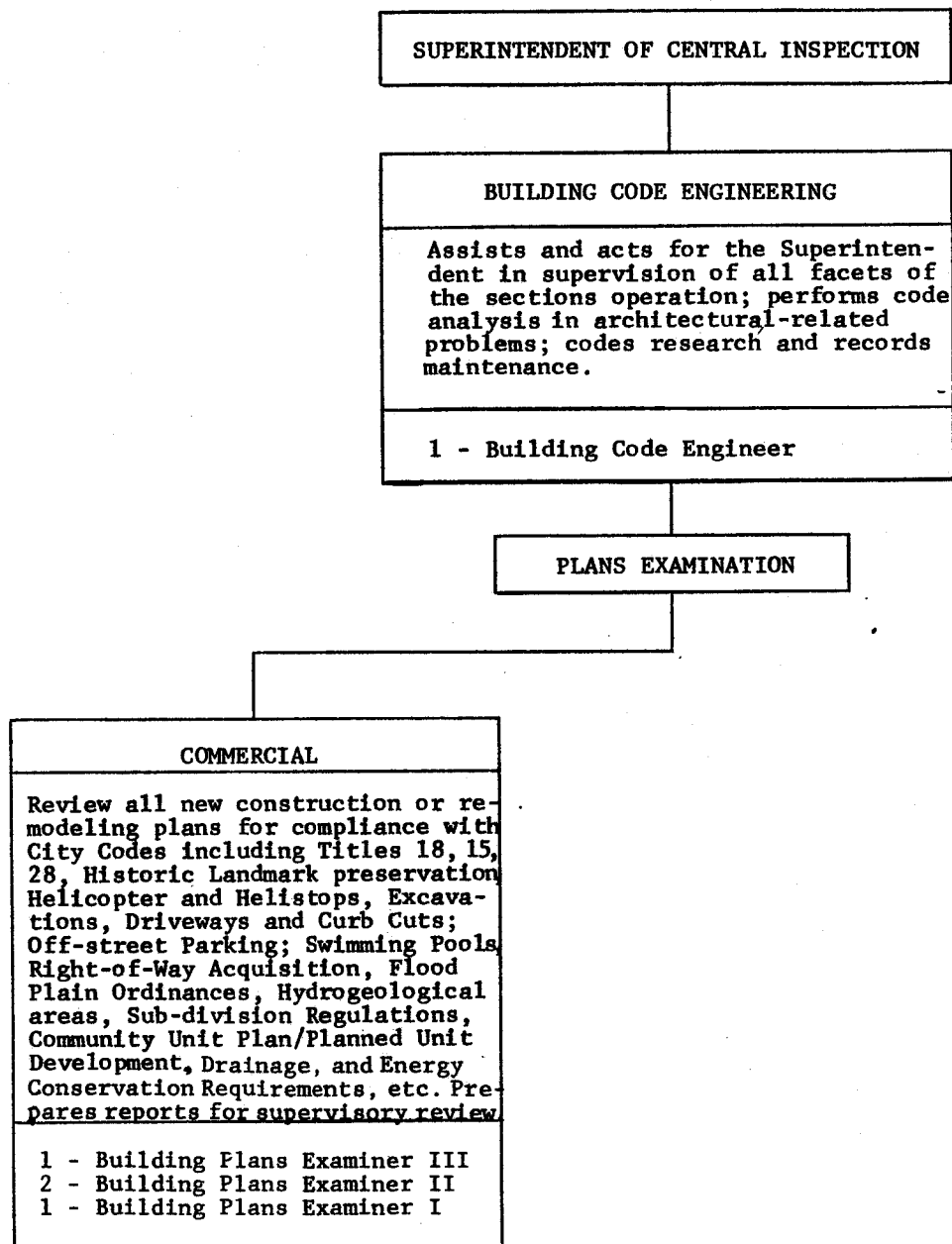
*CDBG

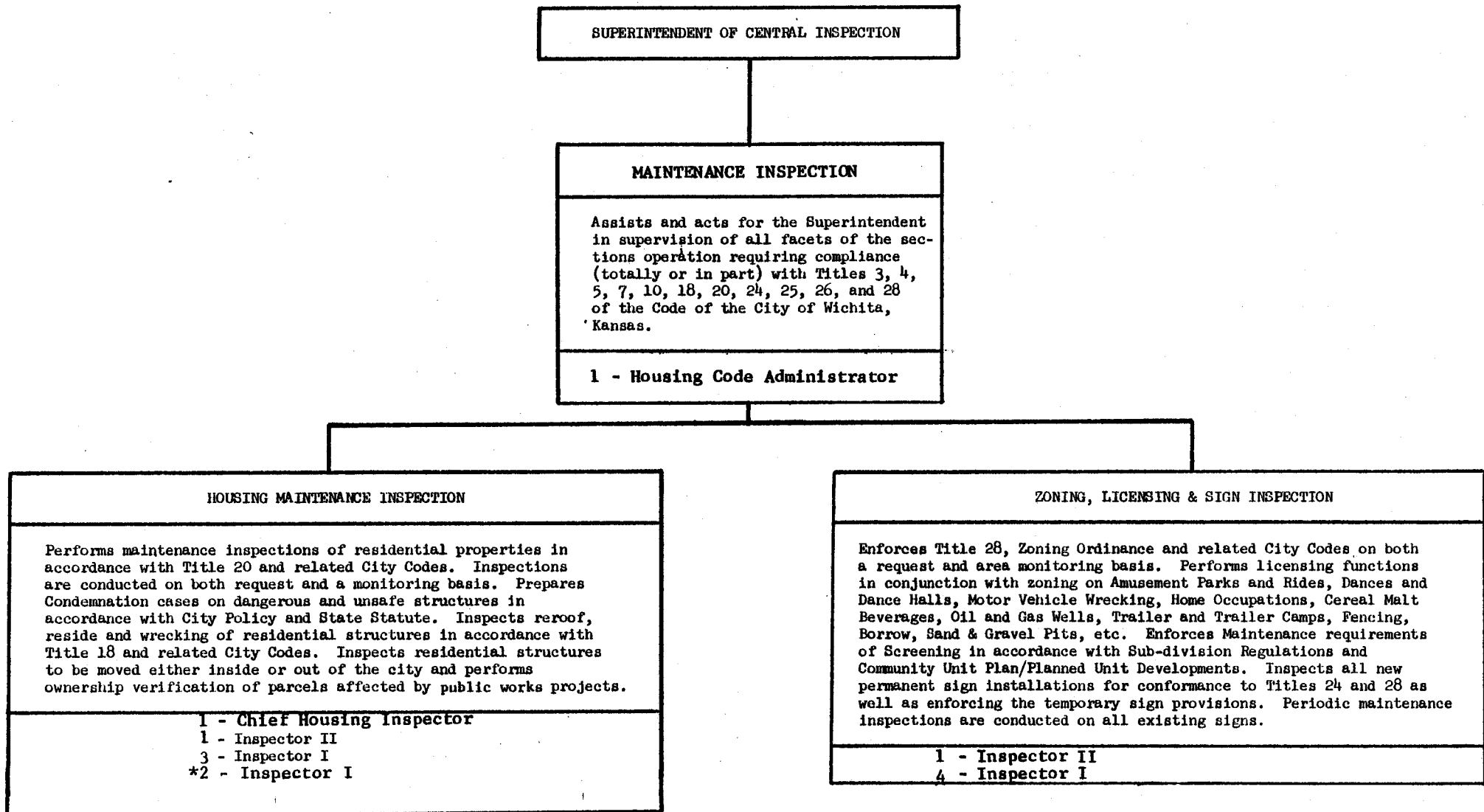
+Organization of the Wichita Housing Authority is subject to change after April 1, 1984, pending approval by HUD of the 1985 fiscal year budget request.

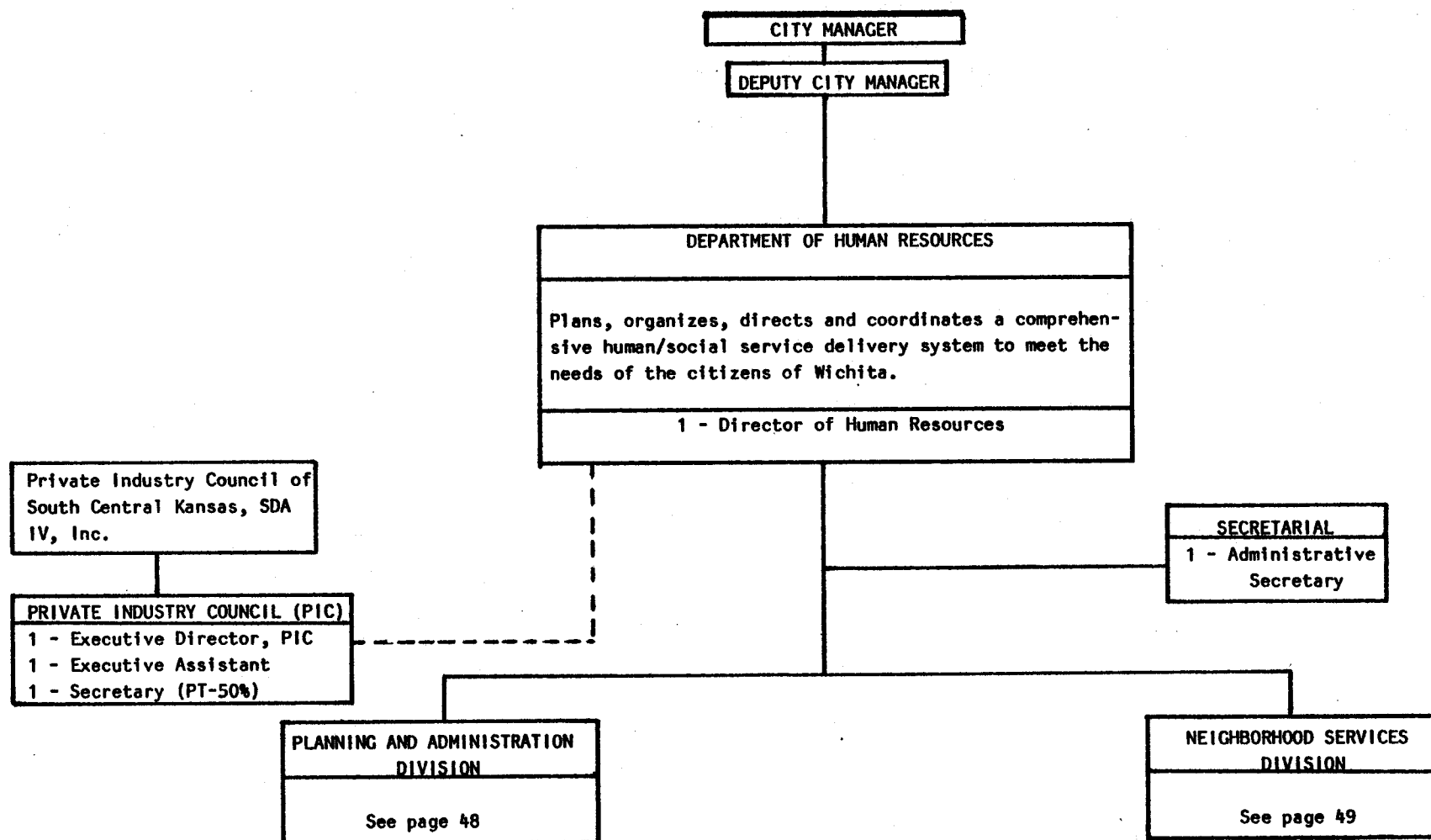




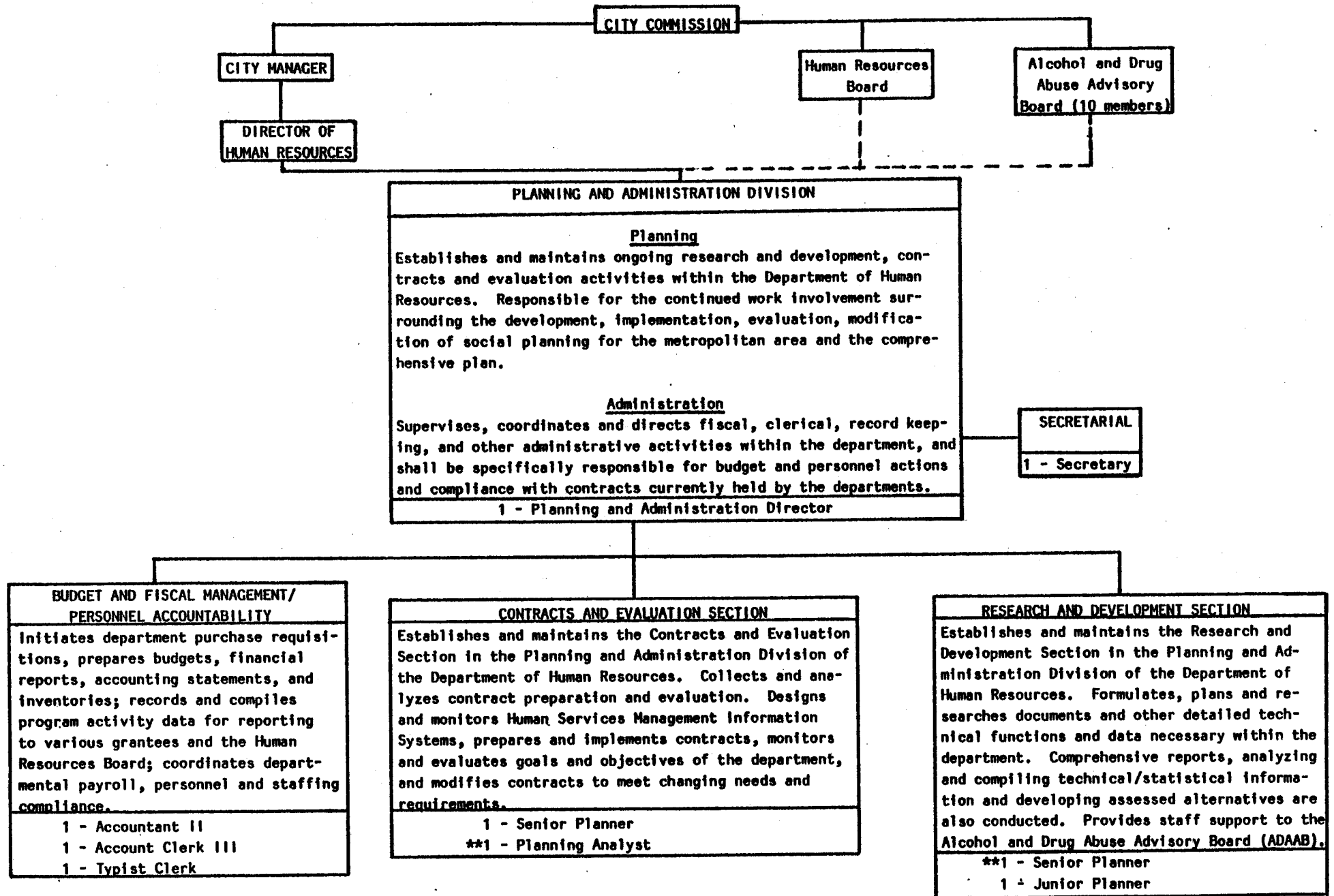






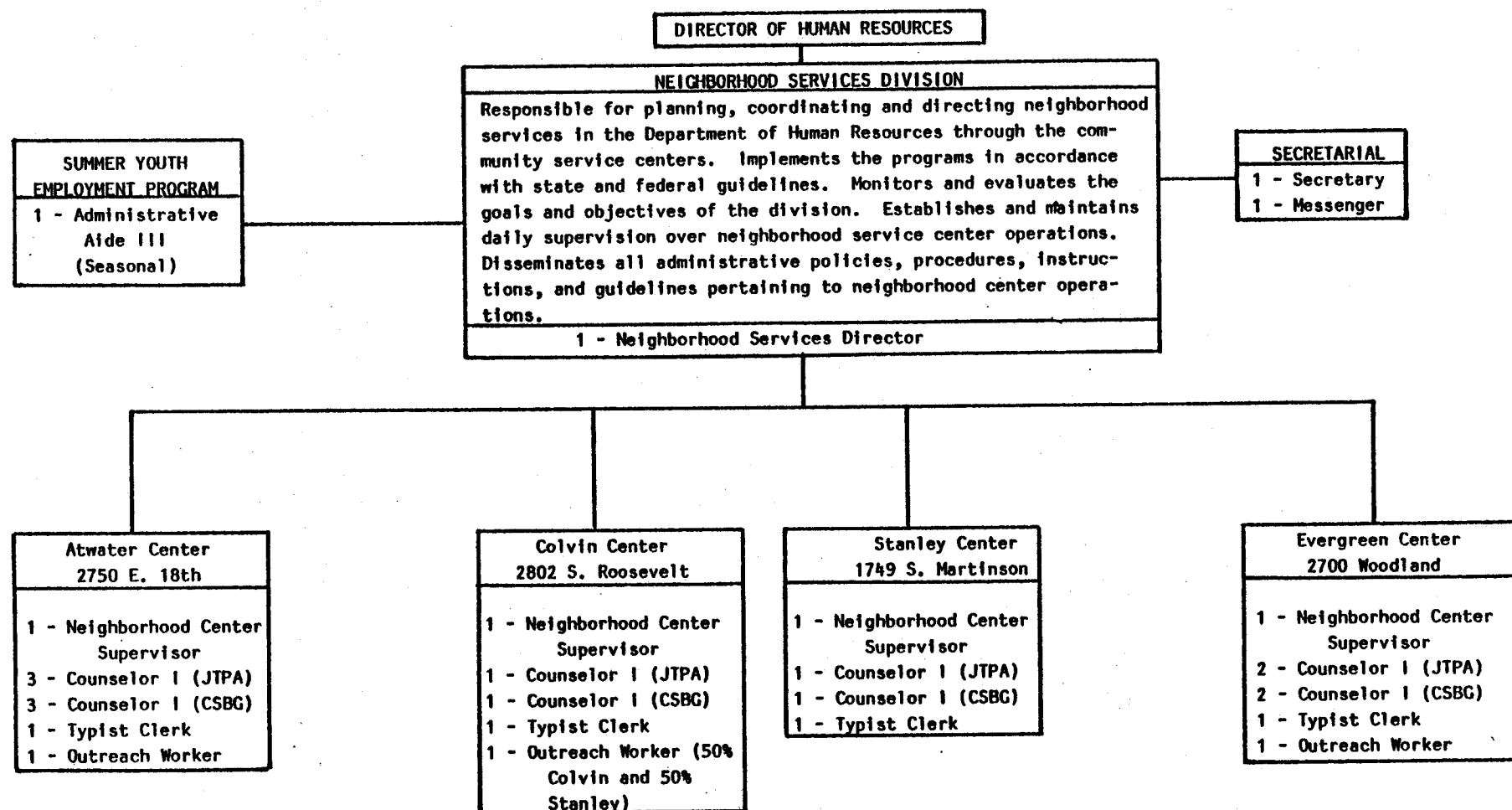


The positions listed above are funded from federal sources, including the Department of Labor and Community Services Block Grant (CSBG) program.



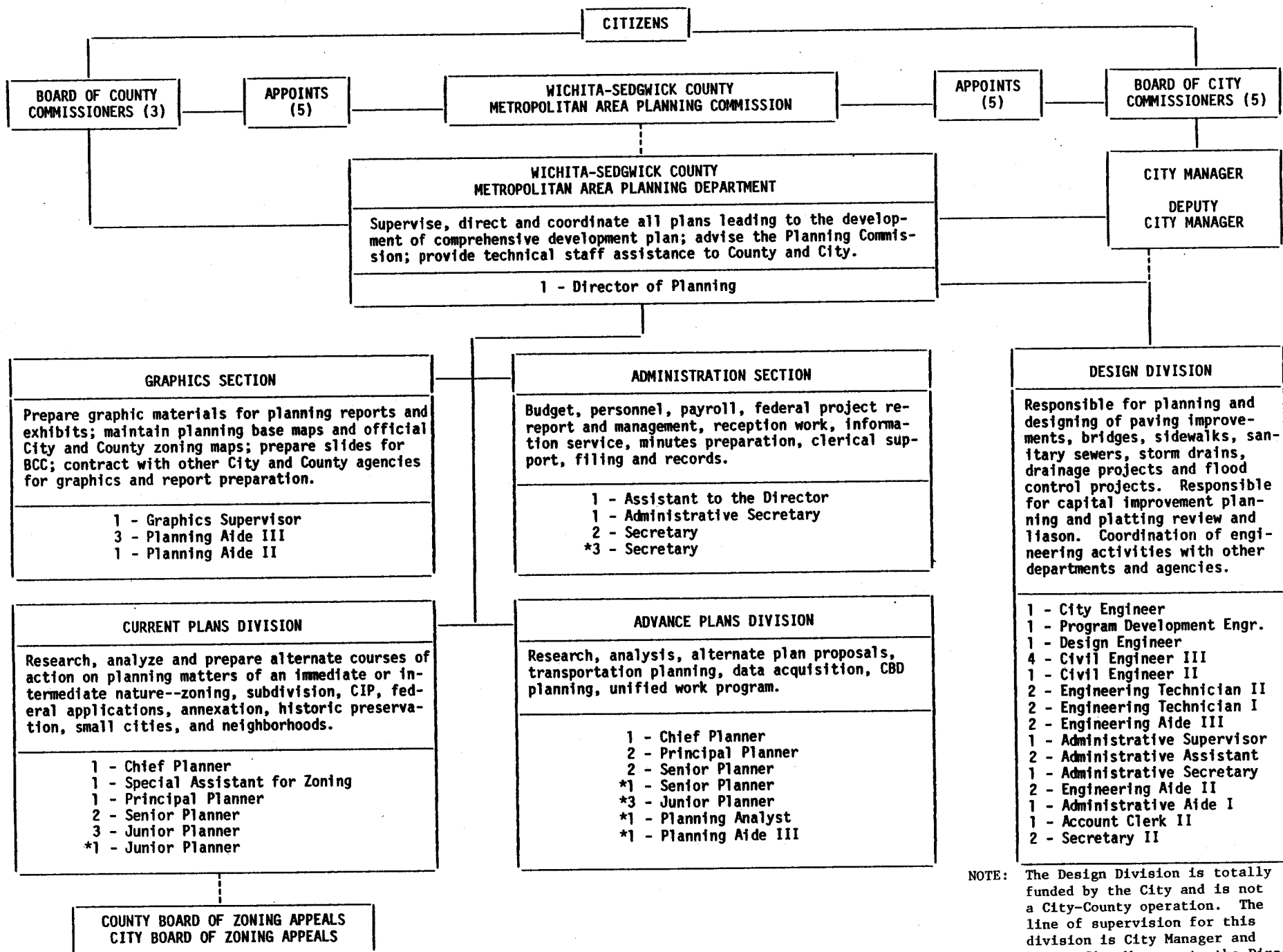
This division is funded by grants from the Community Services Block Grant (CSBG) program, the Department of Labor and private club liquor tax revenues in the Special Alcohol Program Fund.

**Special Alcohol Program Fund



This division is funded by grants from the Community Services Block Grant (CSBG) program, the Job Training Partnership Act and the Community Development Block Grant (CDBG) program.





NOTE: The Design Division is totally funded by the City and is not a City-County operation. The line of supervision for this division is City Manager and Deputy City Manager to the Director of Planning to the City Engineer.



CITY MANAGER
DEPUTY CITY MANAGER

DEPARTMENT OF OPERATIONS AND MAINTENANCE

Responsible for integrating operations and maintenance activity in the following specific areas: maintenance and cleaning of streets, bridges and sidewalks; service and repair of motor vehicles and other equipment within both the Official Motor Pool and the Equipment Motor Pool, installation and maintenance of traffic signals, signs and lane markings; maintenance of the flood control system; operation of the weed mowing and noxious weed control programs; closing former landfill sites, operation of snow removal and ice control program, and construction of streets, bridges, sidewalks, sewers, storm drains and drainage projects. Responsible for coordinating departmental activities with those of other departments and agencies. Responsible for overseeing operation of Brooks Landfill by private contractor.

1 - Director of Operations and Maintenance

**ADMINISTRATIVE RESEARCH AND
PLANNING SECTION**

Assist Director in coordinating departmental activities. Conduct management research and analysis. Conduct ongoing review of departmental performance. Maintain City land records. Responsible for overall development and administration of the department's budget. Manage and maintain records. Perform cost accounting, payroll preparation, damage case reports, issue various permits and licenses, including those for housemoving, sidewalks and pavement cuts.

1 - Assistant to the Director
1 - Account Clerk III
1 - Administrative Aide I

SECRETARIAL

1 - Administrative
Secretary

RAILROAD CROSSING IMPROVEMENT

Responsible for evaluation of railroad crossings, and for administration, planning and coordination with railroads for crossing signalization, maintenance, reconstruction and crossing protection.

1 - Chief Engineer

**FLEET MAINTENANCE
DIVISION**

See page 54

TRAFFIC ENGINEERING

See page 55

**STREET SERVICES
DIVISION**

See page 56

**LITTER CONTROL
DIVISION**

See page 58

**CONSTRUCTION AND
SURVEY DIVISION**

See page 59

DIRECTOR OF OPERATIONS AND MAINTENANCE

FLEET MAINTENANCE DIVISION

Responsible for the repair, maintenance and management of all vehicles and other equipment included in both the Official Motor Pool and the Equipment Motor Pool. Coordinate division's operations with those of user activities. Responsible for security operation, repair and maintenance of buildings and grounds at the Central Maintenance Facility, 1801 S. McLean Boulevard.

- 1 - Fleet Maintenance Director
- 2 - Administrative Aide I

CENTRAL MAINTENANCE ACTIVITY

Provide radio dispatching for Operations and Maintenance divisions. Repair and maintain Central Maintenance Facility.

- 1 - Maintenance Mechanic Supervisor
- 1 - Radio Dispatcher

EQUIPMENT MAINTENANCE SECTION

Responsible for repair and maintenance of all Equipment Motor Pool equipment. Coordinate the purchase of replacement vehicles and equipment. Conduct preventative maintenance program.

- 1 - Fleet Maintenance Supervisor
- 1 - Equipment Maintenance Supervisor
- 1 - Account Clerk II

OFFICIAL MOTOR POOL SECTION

Repair, maintain and fuel Official Motor Pool vehicles. Conduct preventative maintenance program. Make service calls to vehicles disabled in the field.

FIRST SHIFT

- 1 - Equipment Maintenance Supervisor
- 1 - Chief Mechanic
- 1 - Auto Mechanic Supervisor
- 5 - Automotive Mechanic
- 2 - Automotive Mechanic Helper
- 1 - Storekeeper II

SECOND SHIFT

- 1 - Auto Mechanic Supervisor
 - 1 - Automotive Mechanic Helper
- Note: A Police Lt. serves as liaison on this shift.

SHIFT OPERATIONS

Repair equipment, Perform preventative maintenance. Make service calls to vehicles/equipment disabled in the field.

FIRST SHIFT

- 4 - Automotive Mechanic
- 1 - Automotive Service Worker

SECOND SHIFT

- 1 - Chief Mechanic
- 4 - Automotive Mechanic

THIRD SHIFT

- 1 - Chief Mechanic
- 1 - Automotive Mechanic Supervisor
- 3 - Automotive Mechanic
- 1 - Automotive Service Worker

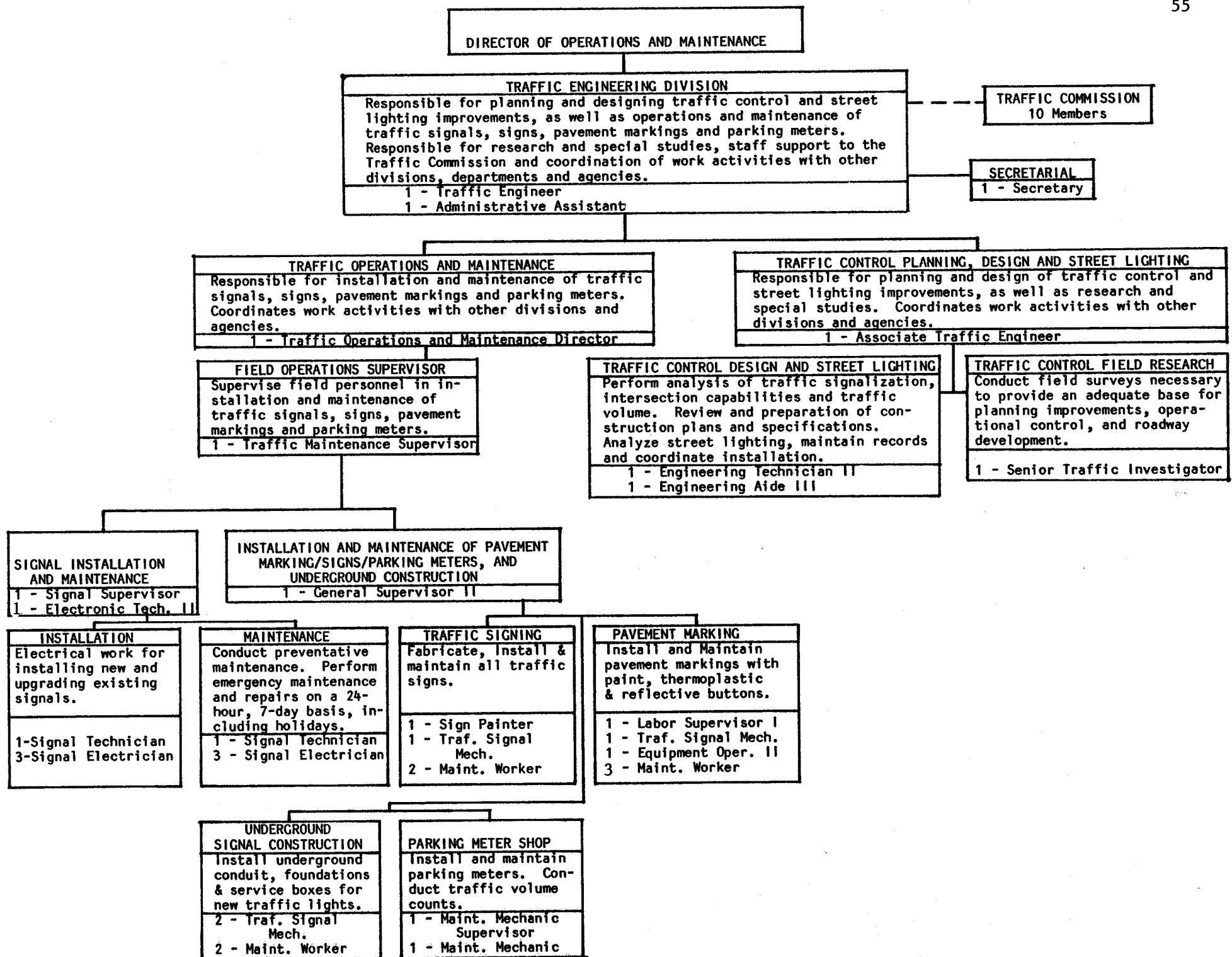
WEEKENDS & HOLIDAYS

- 3 - Automotive Mechanic Supervisor
- 2 - Automotive Service Worker

PARTS AND MATERIALS STORES

Maintain parts and materials stores. Procure and issue parts and materials. Conduct inventories.

- 1 - Storekeeper III (1st Shift)
- 1 - Storekeeper II (2nd Shift)
- 1 - Storekeeper II (3rd Shift)



DIRECTOR OF OPERATIONS AND MAINTENANCE

56

STREET SERVICES DIVISION

Responsible for emergency repair and scheduled maintenance of streets, bridges, sidewalks, alleys, roadside drainage easements, flood control projects and sub-station buildings. Also responsible for overseeing operation of the Brooks Landfill by private contractor, and the final closure plan for Brooks and Chapin Landfill sites.

1 - Street Services Director
1 - Administrative Assistant for Operation and Maintenance
1 - Administrative Aide I

SECRETARIAL

1 - Secretary

PAVEMENT AND SIDEWALK INSPECTION

Inspect pavement cuts made by private contractors, utility companies and other City departments. Supervise construction of driveways and sidewalks by private contractors.

4 - Street Inspector

FLOOD CONTROL AND LANDFILL SECTION

Responsible for emergency repair and scheduled maintenance, including grading, natural waterway reconstruction, stream debris removal, fencing and turbing of the Flood Control project, and covering the two landfill sites in accordance with the State-approved plan.

1 - Flood Control and Landfill Supervisor
1 - Administrative Aide II

STREET MAINTENANCE SECTION

See page 57

FLOOD CONTROL MAINTENANCE

Repair erosion damage. Grade and reconstruct waterways. Remove debris, mow, turf, fence and spray. Perform stream flow and test well measurements.

1 - Engineering Aide II

HEAVY EQUIPMENT OPERATIONS

1 - General Supervisor II
8 - Equipment Operator II-Heavy

UTILITY OPERATIONS

1 - Labor Supervisor II
5 - Equipment Operator I
5 - Equipment Operator I (Seasonal)

LANDFILL ACTIVITY

Provide cover at landfill sites where dumping is complete (Chapin site and east side of Brooks site).

1 - Equipment Operator II - Supv.
3 - Equipment Operator II - Heavy

STREET SERVICES DIRECTOR

STREET MAINTENANCE SECTION

Responsible for both emergency and scheduled repairs, maintenance and resurfacing of all paved and unpaved streets and alleys.

- 1 - Street Maintenance Supervisor
- 1 - Assistant Street Maintenance Supervisor

ADMINISTRATIVE SUPPORT

Provide administrative services, including record maintenance, daily operation reports and payroll.

- 1 - Administrative Aide II

ENGINEERING SUPPORT

Establish grades and right-of-ways and perform other support work for zone activities. Investigate drainage problems, and inspect railroad crossings.

- 1 - Engineering Aide III
- 1 - Engineering Aide II

ALLEY MAINTENANCE

Maintain alleys in all four zones.

- 1 - Equipment Operator II Supv.
- 1 - Equipment Operator II
- 2 - Equipment Operator I

ZONE ACTIVITIES

Perform routine maintenance of streets and right-of-way, including grading, patching and surface repairs.

WEST SUBSTATION

- 1 - General Supervisor II

ZONE 1

- 1 - Labor Supervisor II
- 5 - Equipment Operator II
- 5 - Equipment Operator I
- 1 - Laborer I

ZONE 2

- 1 - Labor Supervisor II
- 6 - Equipment Operator II
- 3 - Equipment Operator I

NORTHEAST SUBSTATION

- 1 - General Supervisor II

ZONE 3

- 1 - Labor Supervisor II
- 7 - Equipment Operator II
- 4 - Equipment Operator I
- 1 - Laborer I

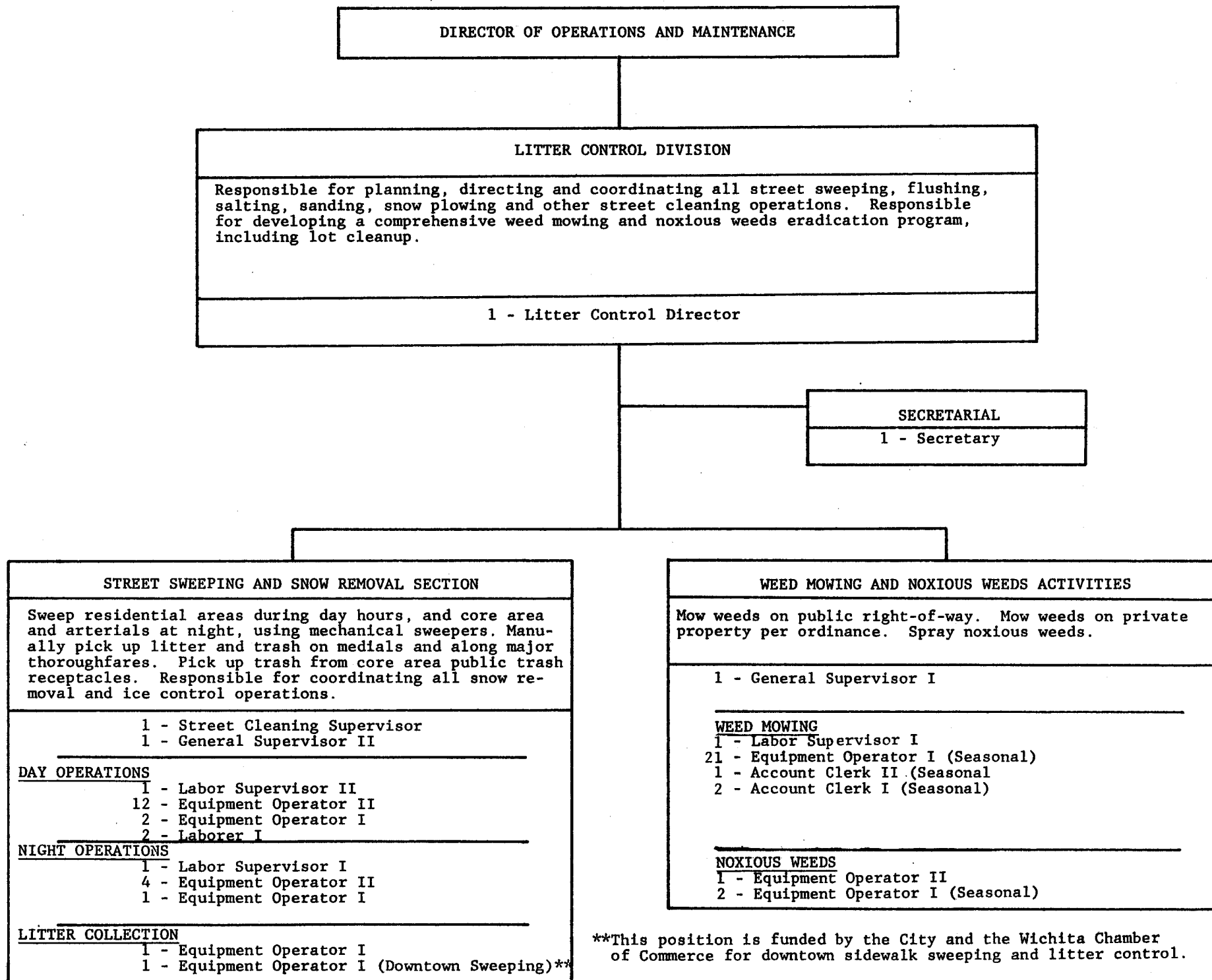
ZONE 4

- 1 - Labor Supervisor II
- 4 - Equipment Operator II
- 5 - Equipment Operator I
- 1 - Laborer

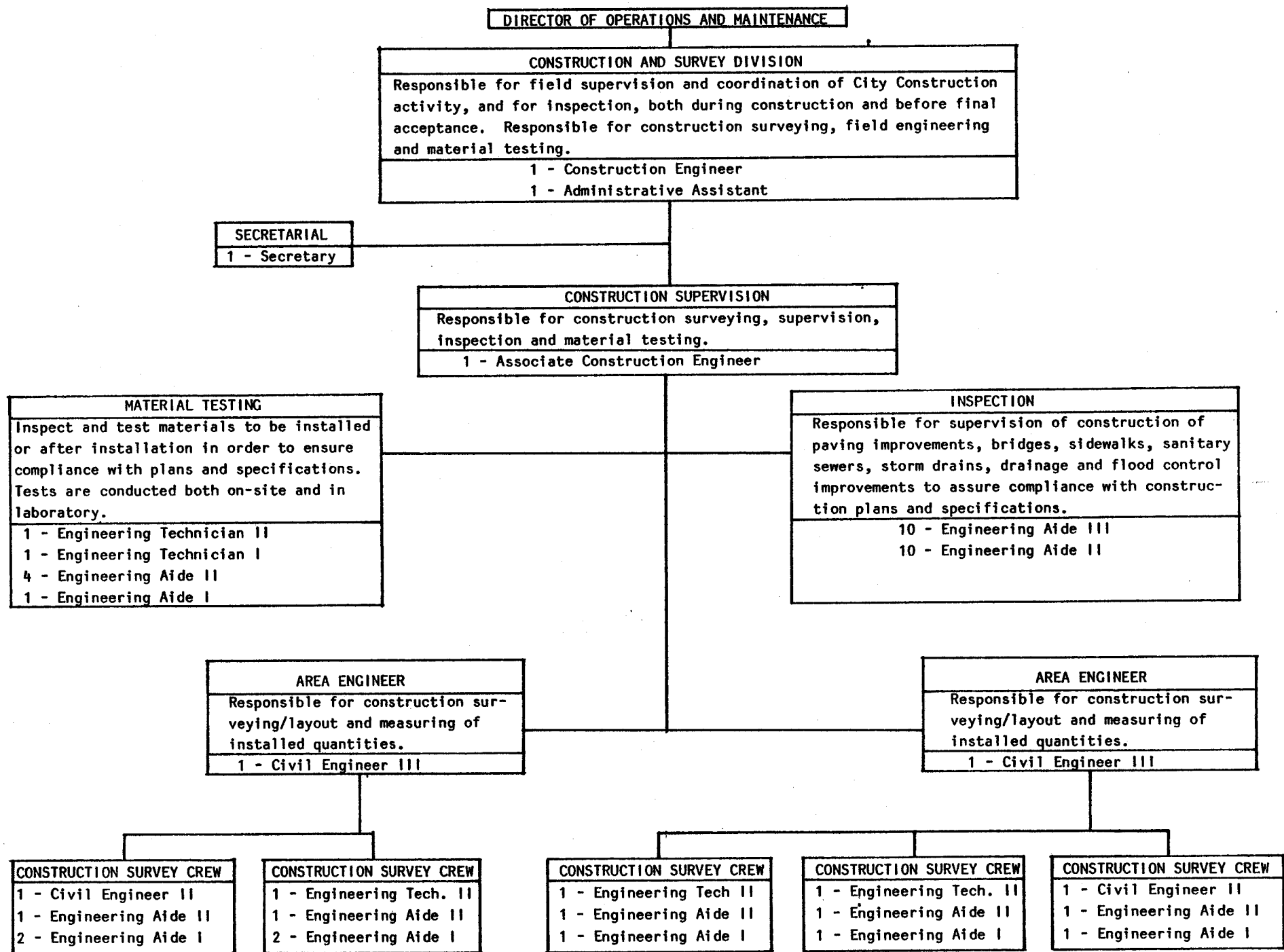
INTER-ZONE ACTIVITIES

Perform major maintenance operations, including repairing, overlay, stabilization, joint-crack sealing, mud-jacking and surface sealing.

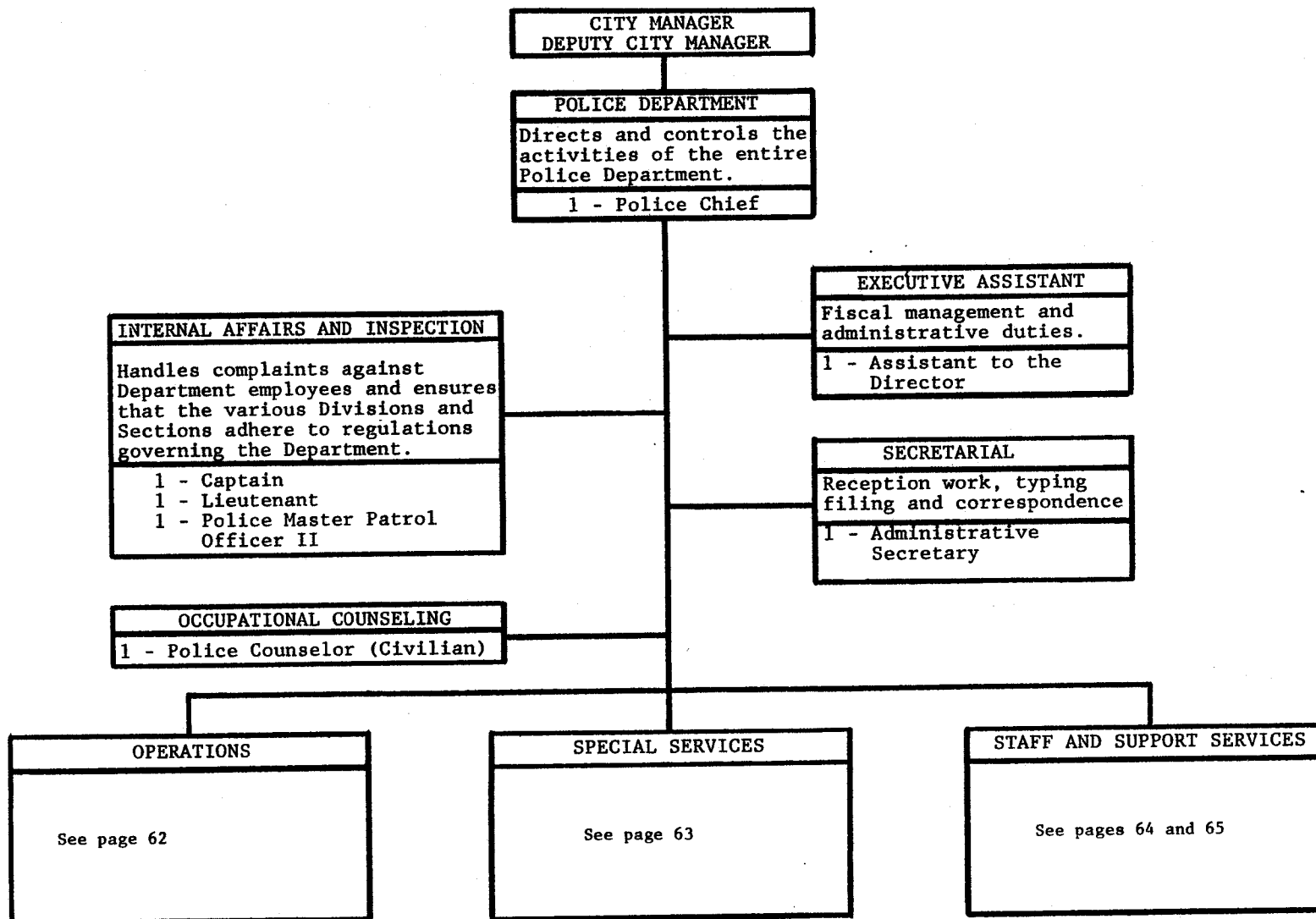
- 2 - Labor Supervisor II
- 2 - Equipment Operator II Supervisor
- 7 - Equipment Operator II
- 11 - Equipment Operator I
- 1 - Laborer I (Seasonal)

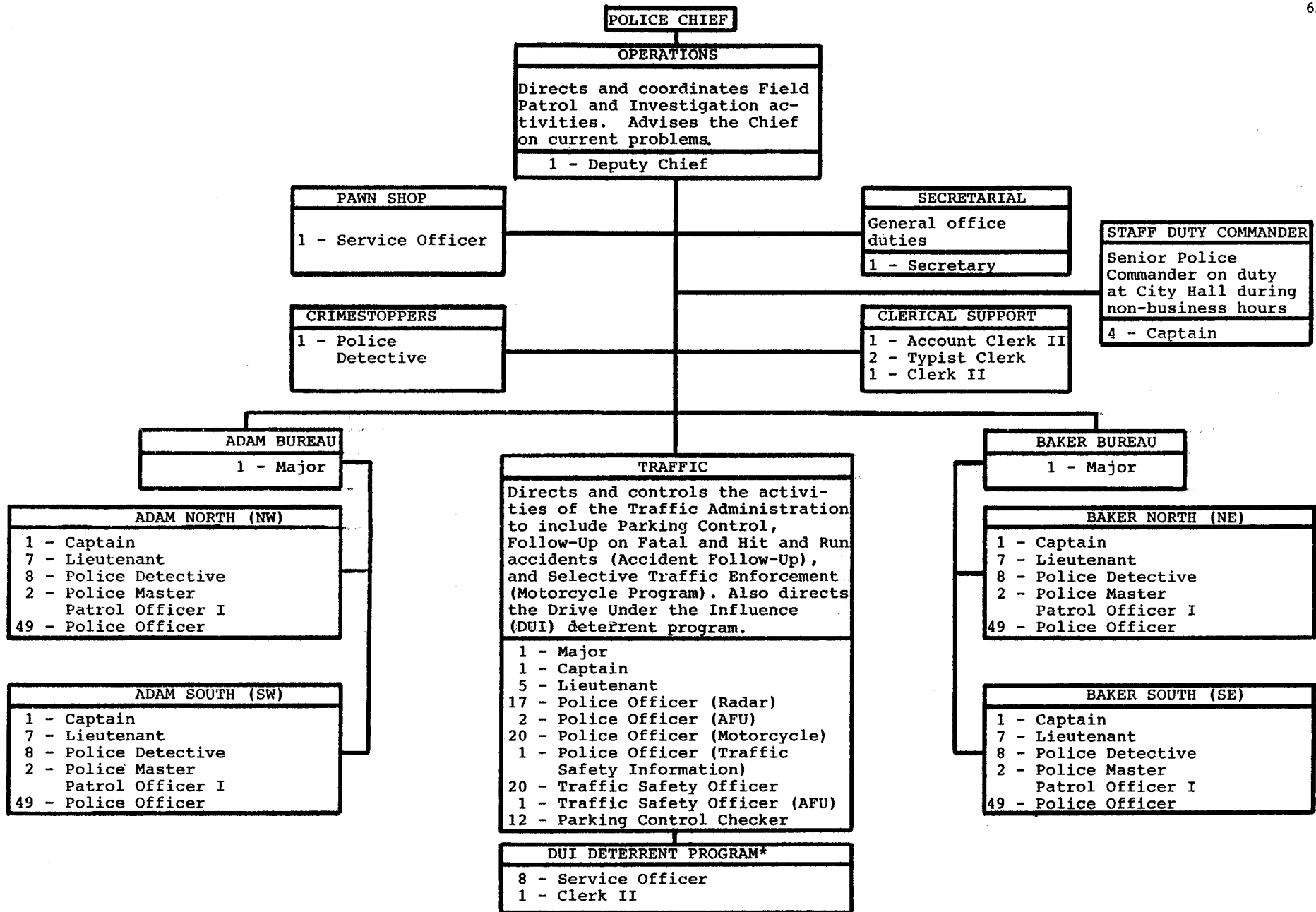


**This position is funded by the City and the Wichita Chamber of Commerce for downtown sidewalk sweeping and litter control.

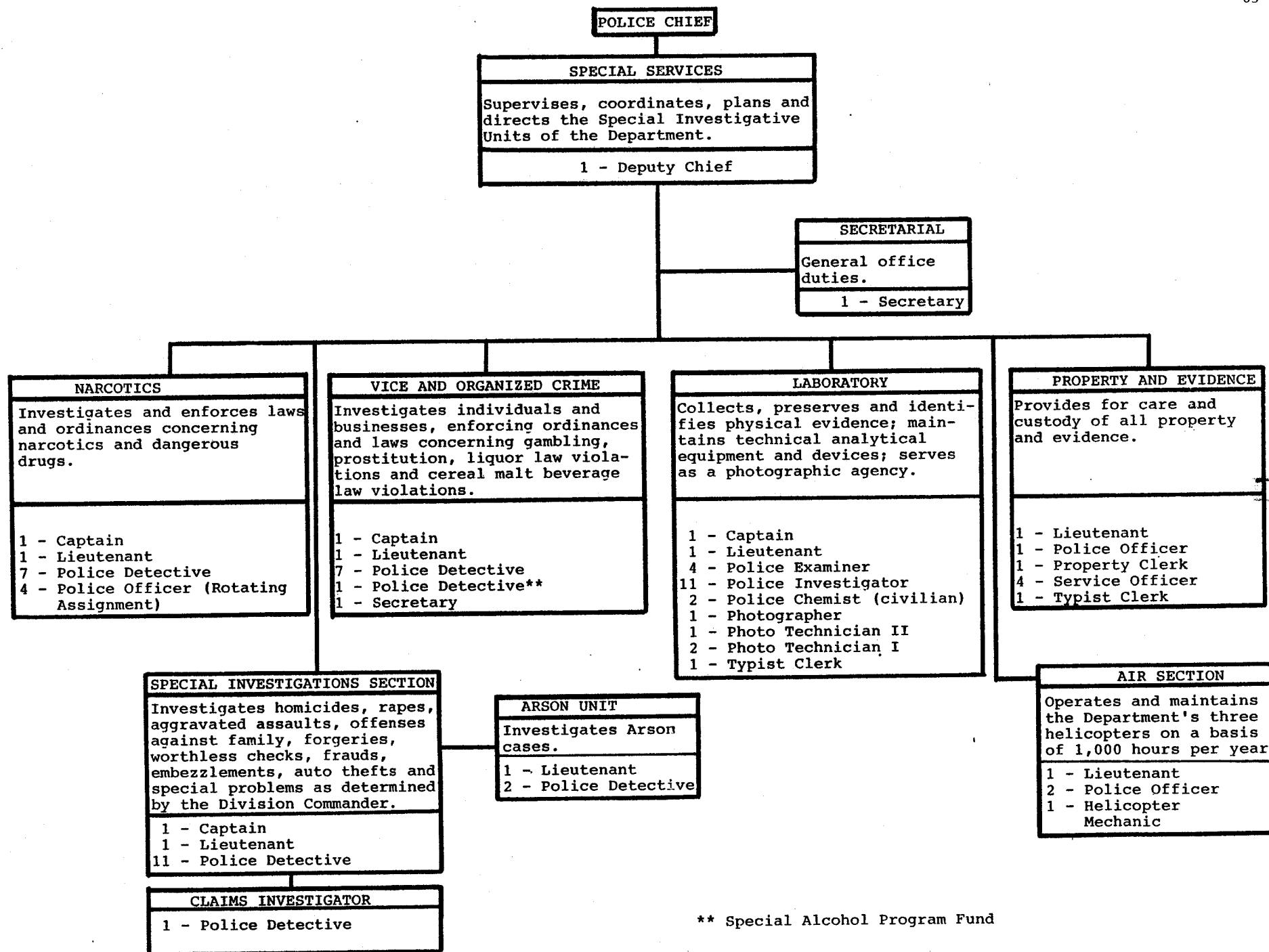




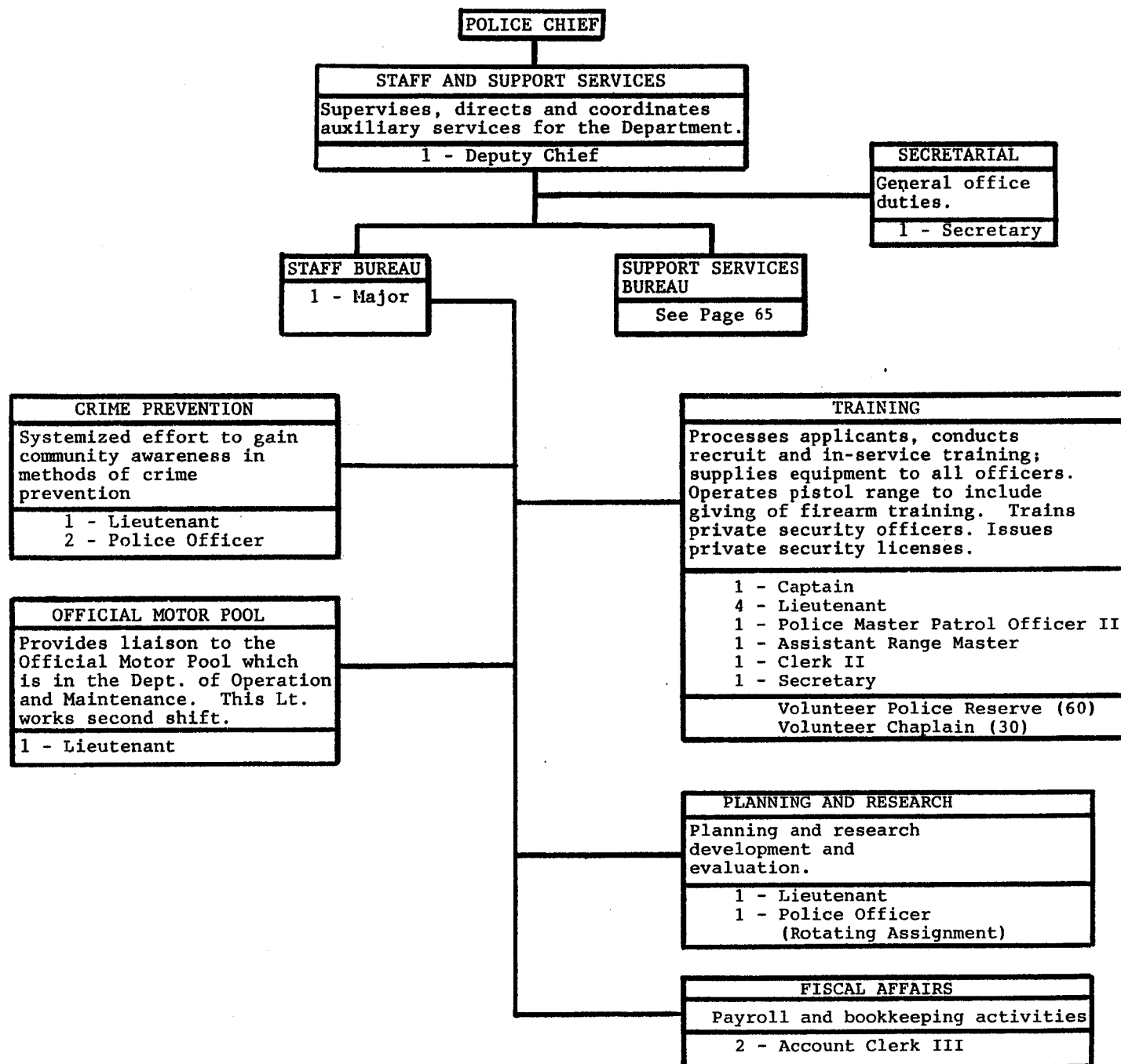


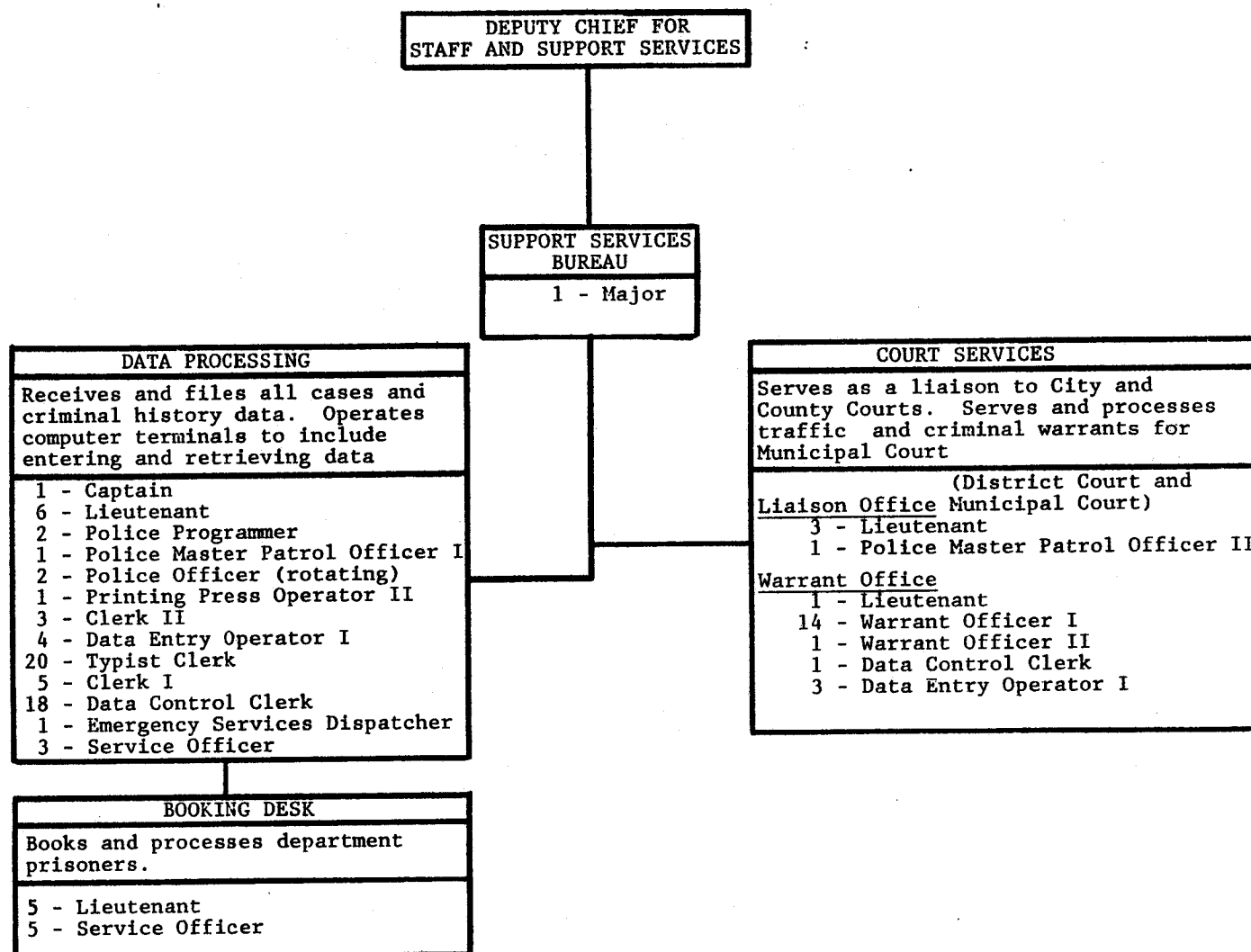


* Federal Grant

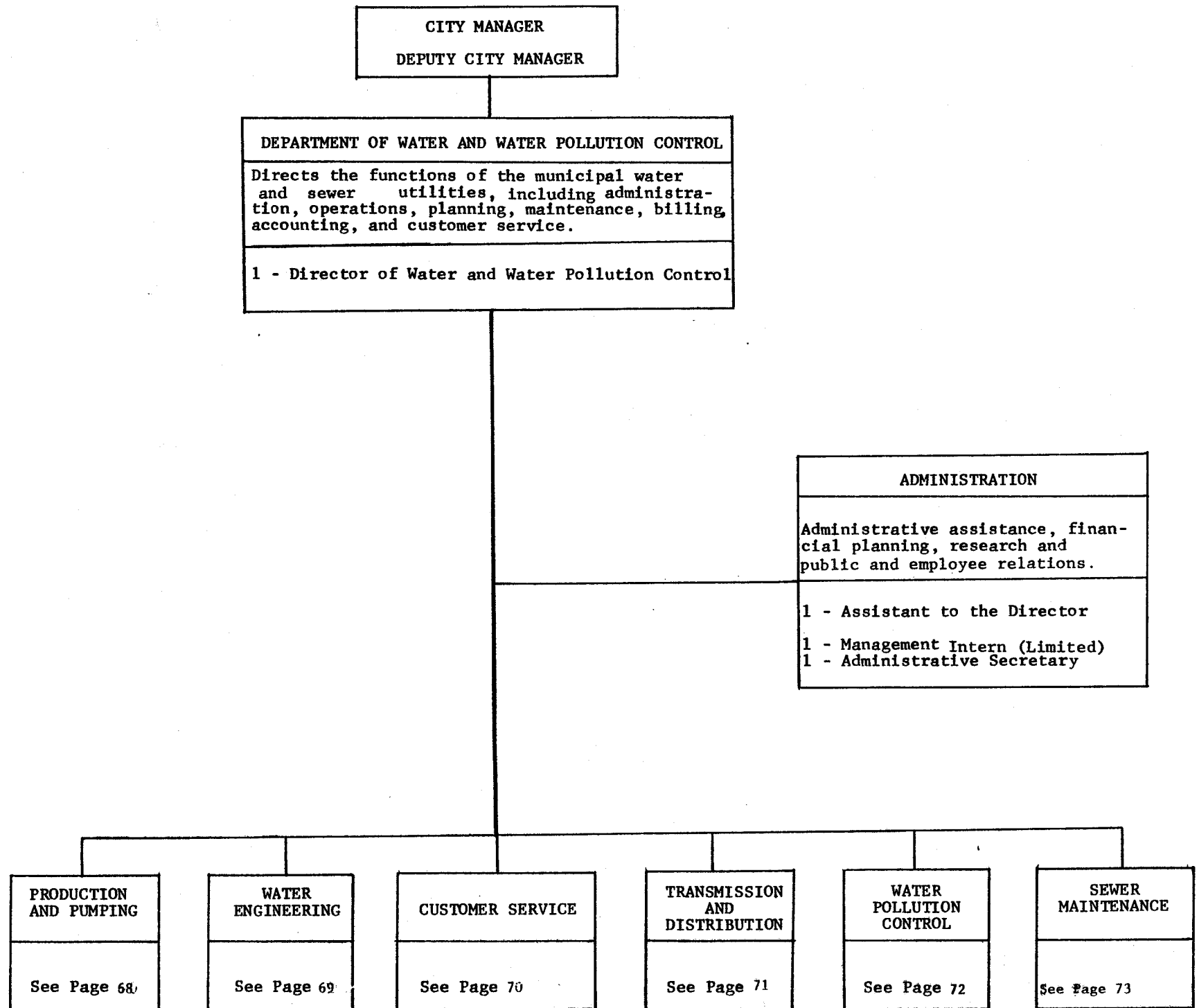


** Special Alcohol Program Fund









WATER PRODUCTION AND PUMPING DIVISION

Directs the operation and maintenance of the source of supply, purification, pumping facilities and lime slurry disposal, so an adequate supply of potable water is available as demand requires.

1 - Chief Engineer, Water Production and Pumping

1 - Typist Clerk

SOURCES OF SUPPLY

EQUUS BEDS

Operates and maintains all water supply wells, power, transmission, and communication systems to the well fields.

1 - Water Supply Supervisor
1 - Electrician II
1 - Electrician I
1 - Maintenance Worker
1 - Utility Worker I (Seasonal)

CHENEY

Operates and maintains Cheney Reservoir and Pump Station, and power, transmission, and communication lines to Cheney Reservoir.

1 - Water Supply Supervisor
1 - Maintenance Mechanic
1 - Utility Worker I (Seasonal)

LABORATORY AND TREATMENT

1 - Laboratory Director

OPERATIONS

Operates the sources of supply, treatment processes, lime slurry disposal, and pumping stations. Performs routine chemical analyses.

5 - Water System Oper.

LABORATORY

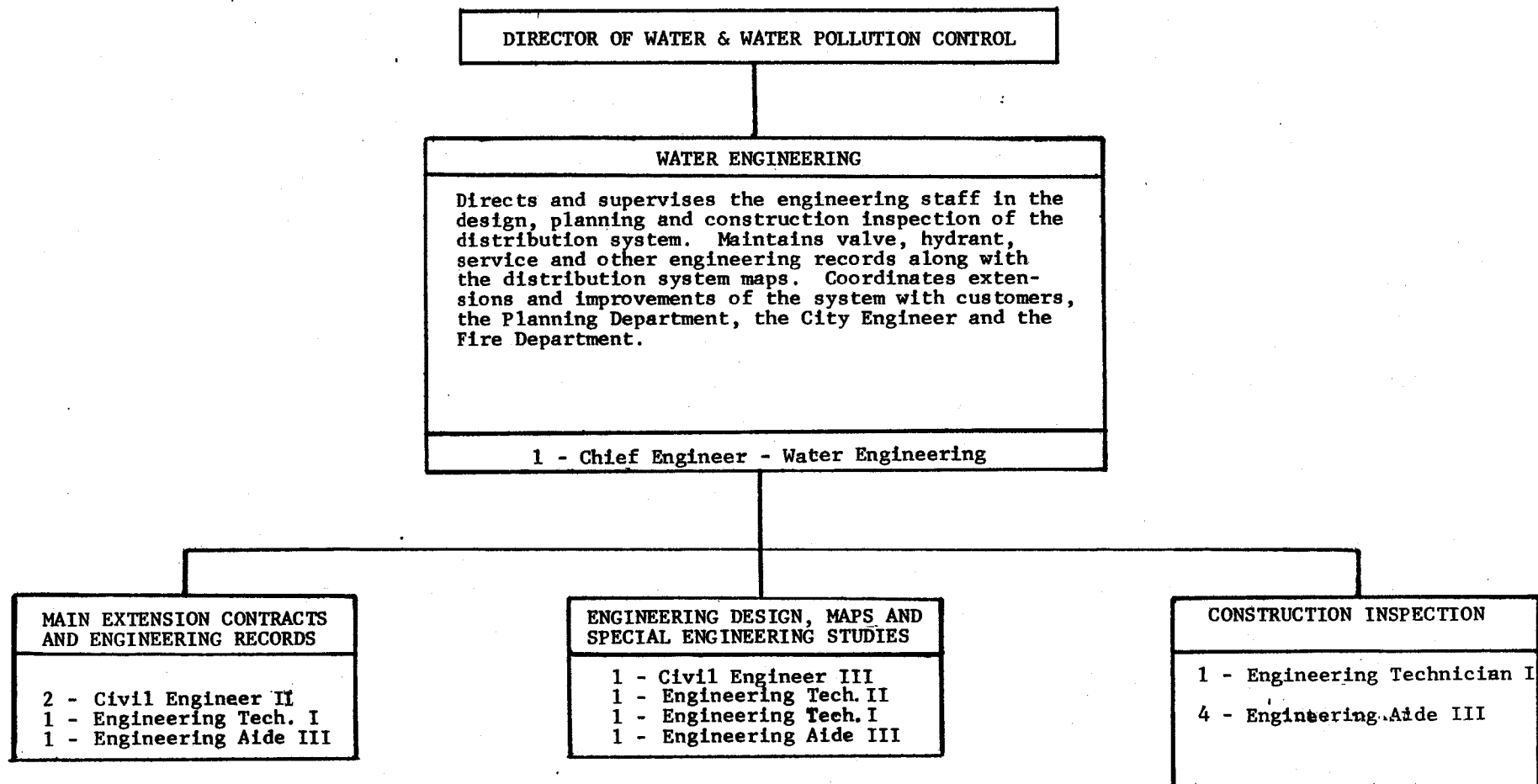
Assures that Wichita meets all water and water pollution control standards, and that delivered water is of highest possible quality.

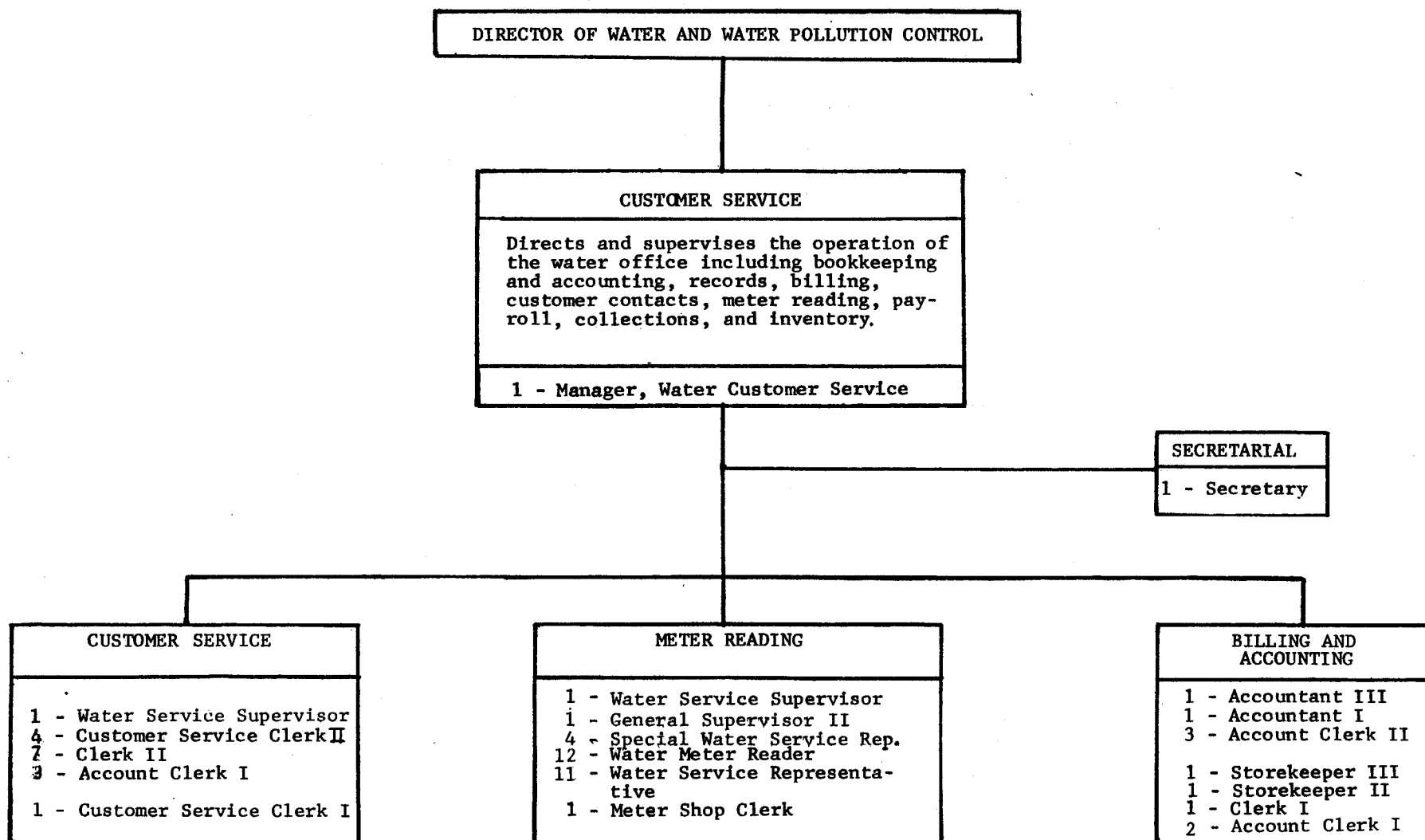
1 - Pretreatment Administrator
2 - Water Chemist
1 - Bacteriologist II
6 - Laboratory Technician

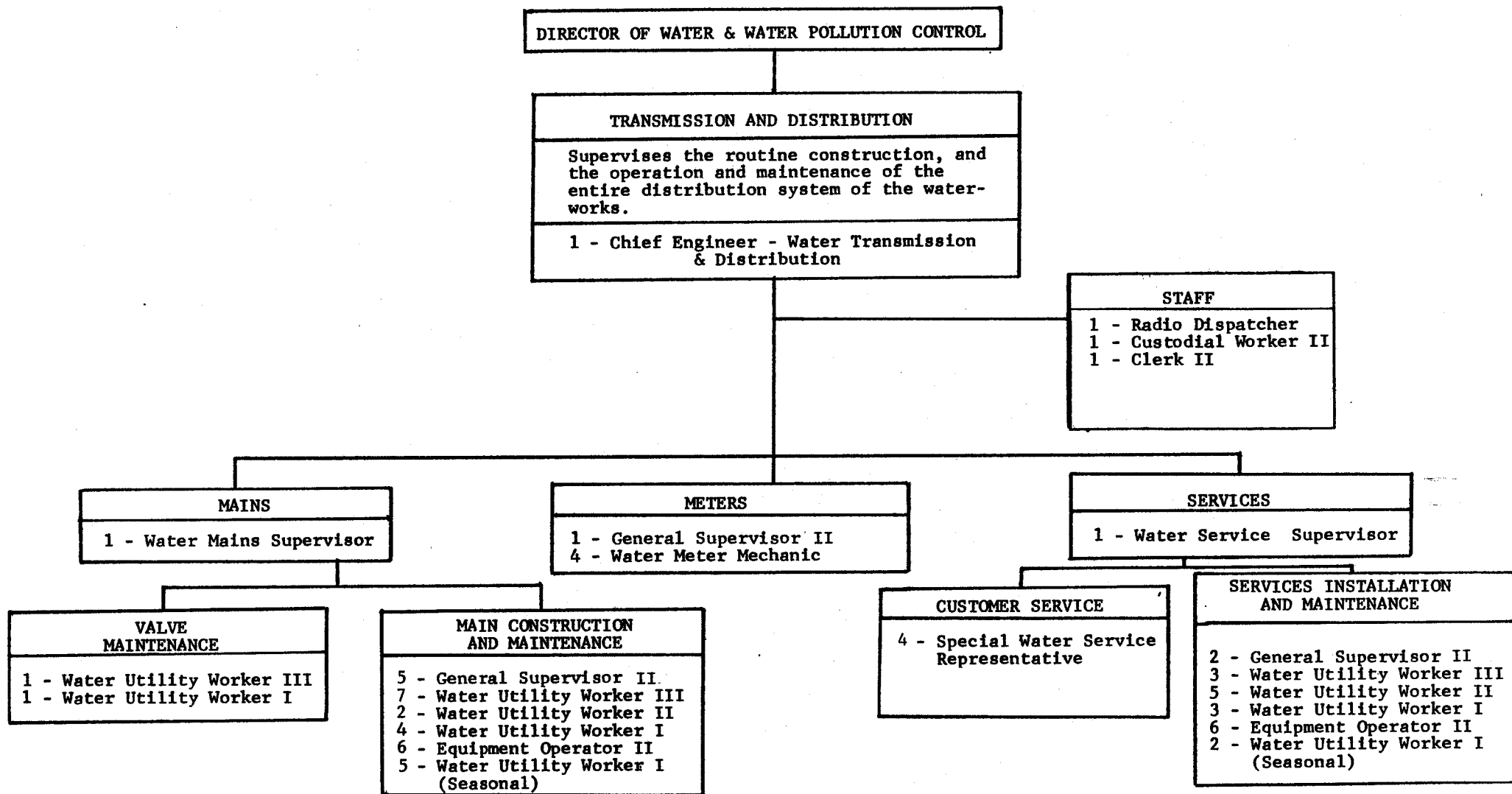
MAINTENANCE

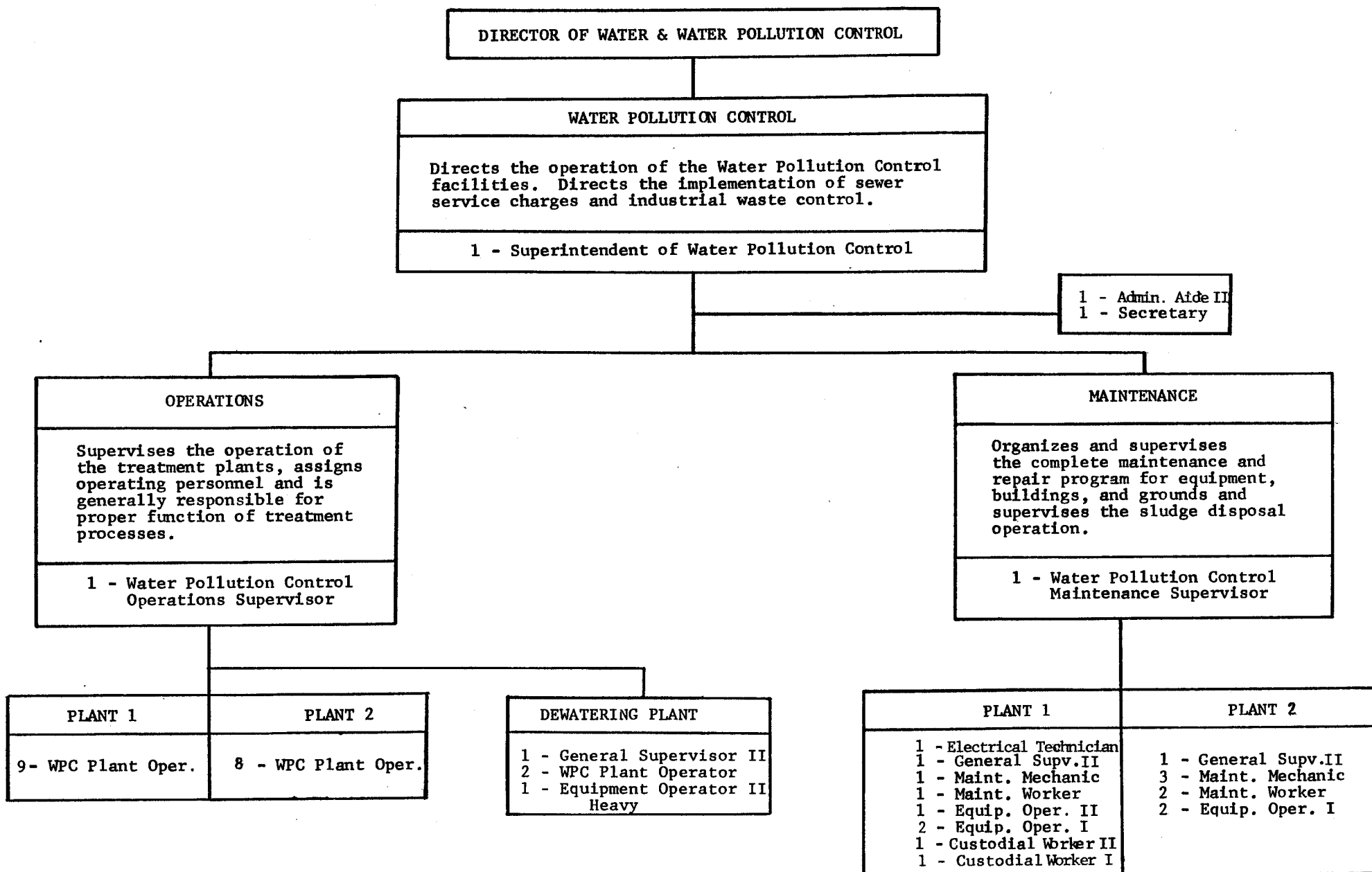
Directs a complete maintenance program on all facilities used in the treatment and pumping of water and disposal of lime slurry.

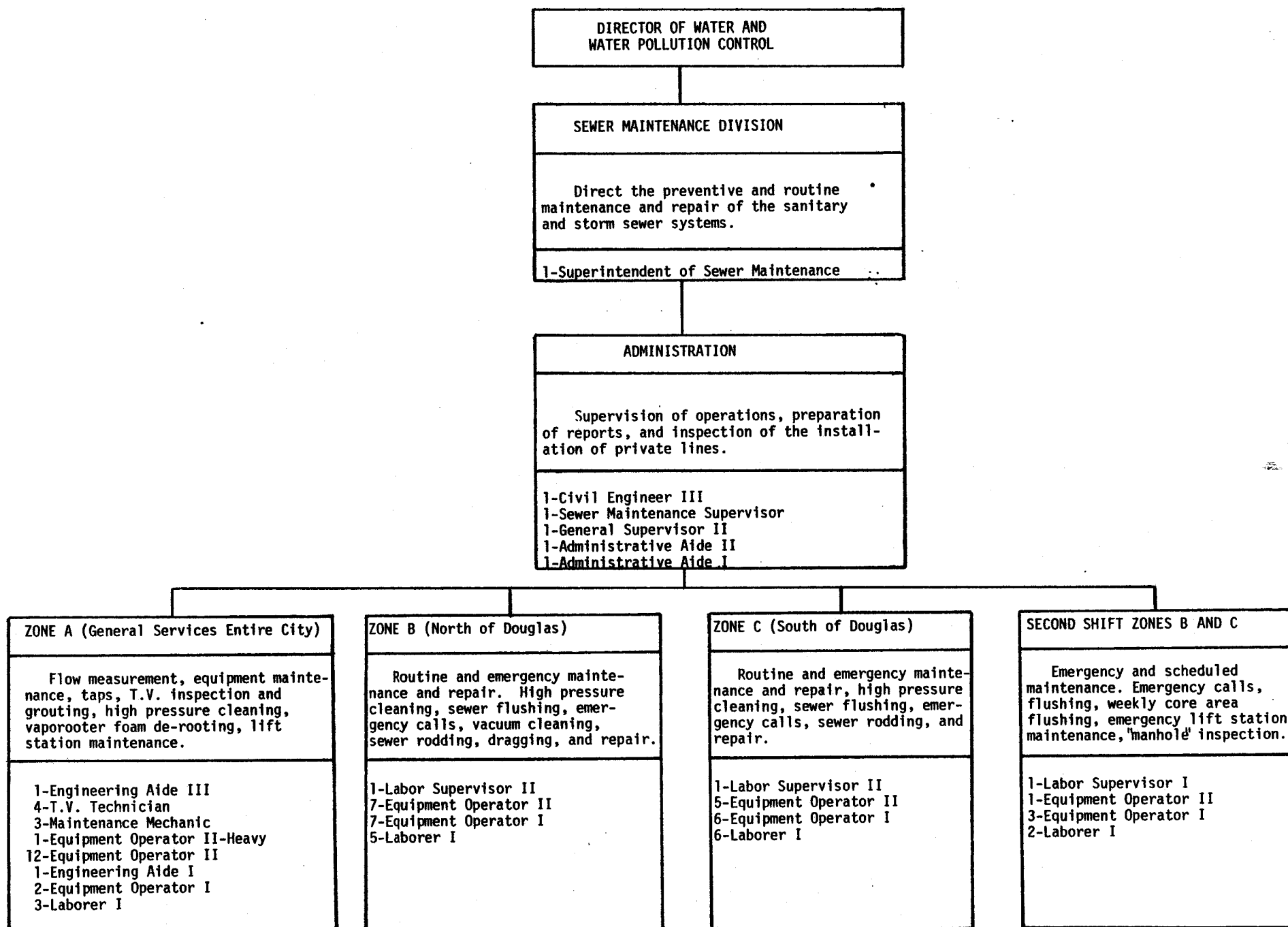
1 - Water Production Maintenance Superv.
1 - Water Maintenance Supervisor
3 - Chief Mechanic
8 - Maintenance Mechanic
3 - Maintenance Worker
1 - Electronics Technician II
3 - Equipment Operator II
1 - Custodial Worker II
1 - Custodial Worker I
3 - Utility Worker I (Seasonal)
1 - Electronics Technician I
1 - Electrician I



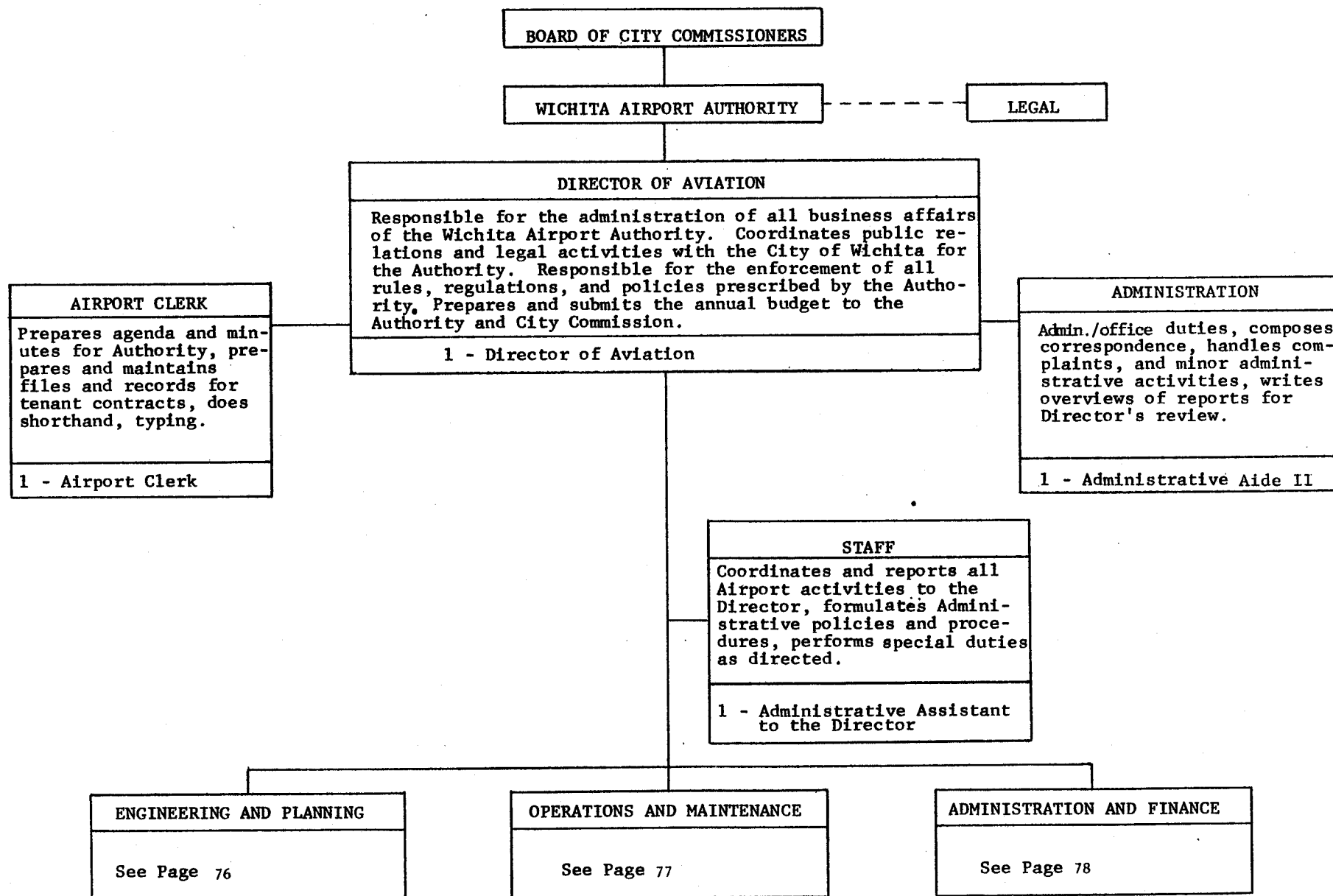


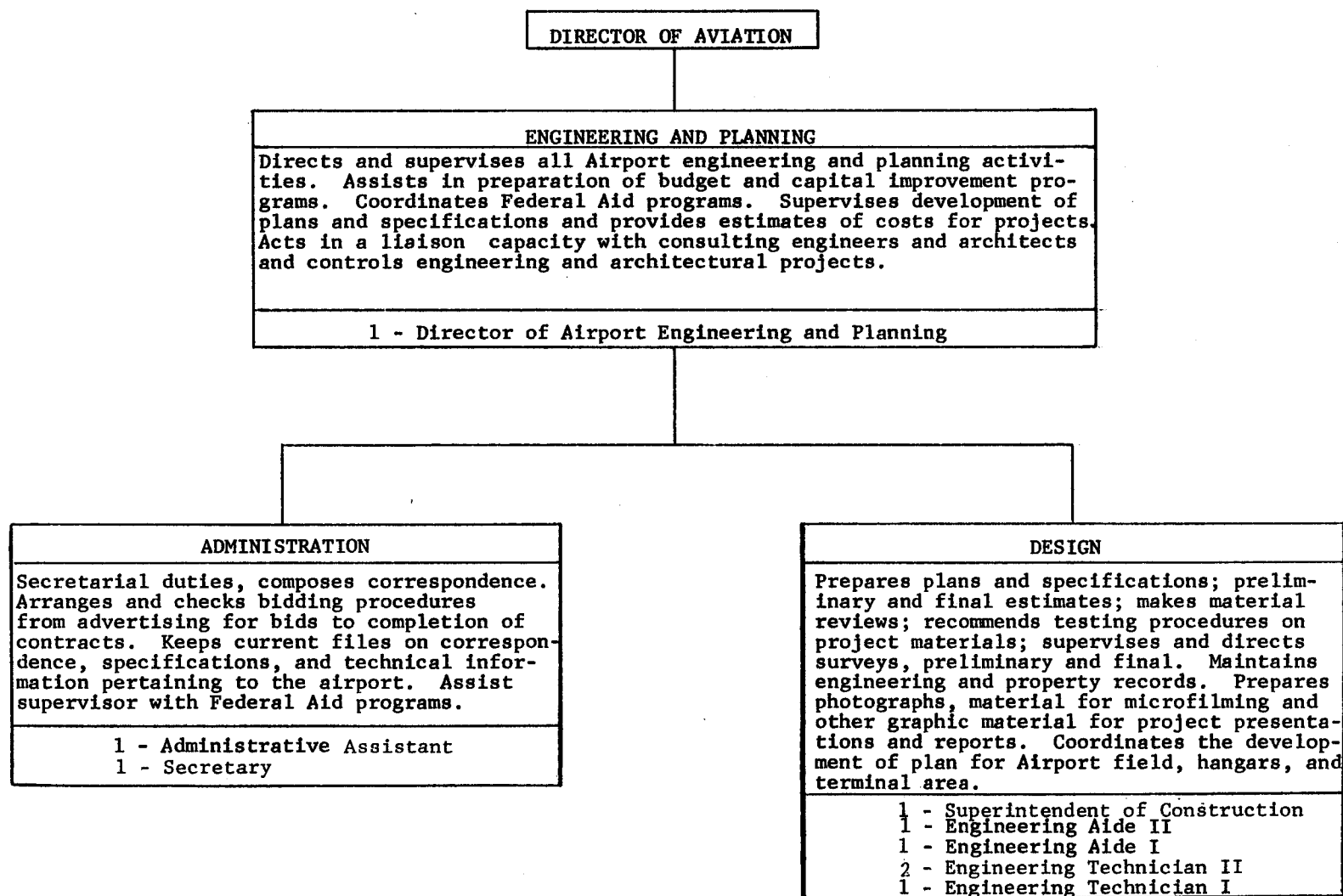












DIRECTOR OF AVIATION

OPERATIONS AND MAINTENANCE

Develops policies and plans for Airport operations and maintenance; responsible for enforcement of rules and regulations pertaining to Airport safety. Assists in planning of expansion. Conducts liaison and public relations work in dealing with Federal and State regulatory authorities, users, and lessees of Airport operations and aircraft servicing. Oversees the maintenance of Airport facilities, other management functions as required.

1 - Airport Manager

SECRETARIAL

Responsibilities include shorthand, dictaphone transcribing, typing, compiling and submitting reports to state, national and private agencies, filing technical publications and information pertaining to Airport, providing public with Airport information.

1 - Secretary

ASSISTANT AIRPORT MANAGER

Serves as staff support in the Airport's daily operation. Assumes Airport Manager's responsibilities in manager's absence. Provides supervision to all Airport maintenance and preventive maintenance programs.

1 - Assistant Airport Manager

AIRPORT SAFETY

Responsible for crash/fire operations, protection of life and property, enforcement of all laws, ordinances, Airport regulations and rules. Conduct daily inspections to assist maintenance personnel, and provide technical advice to the Airport Manager as required.

1 - Chief, Airport Safety
1 - Asst. Chief, Airport Safety
3 - Safety Supervisor
3 - Assistant Safety Supervisor
18 - Safety Officer II

AIRFIELD MAINTENANCE

Responsibility is to keep airfield in operable condition by removal of snow, concrete and asphalt maintenance, and grounds maintenance. Tractors and trucks are used in projects of farming, snow removal, fence repair, erosion control, mowing and spraying, landscaping of the surrounding grounds, and grading of roads. Also responsible for maintaining shrubbery in terminal and administration building.

1 - Airport Field Maintenance Superintendent
1 - Airport Field Maint. Supervisor
1 - Construction Supervisor III
1 - Airport Gardening Supervisor II
1 - Equipment Operator II
10 - Equipment Operator I
2 - Laborer I
1 - Apprentice Worker
1 - Laborer I (PT-50%)
3 - Apprentice Worker (seasonal)

AIRPORT EQUIPMENT MAINTENANCE

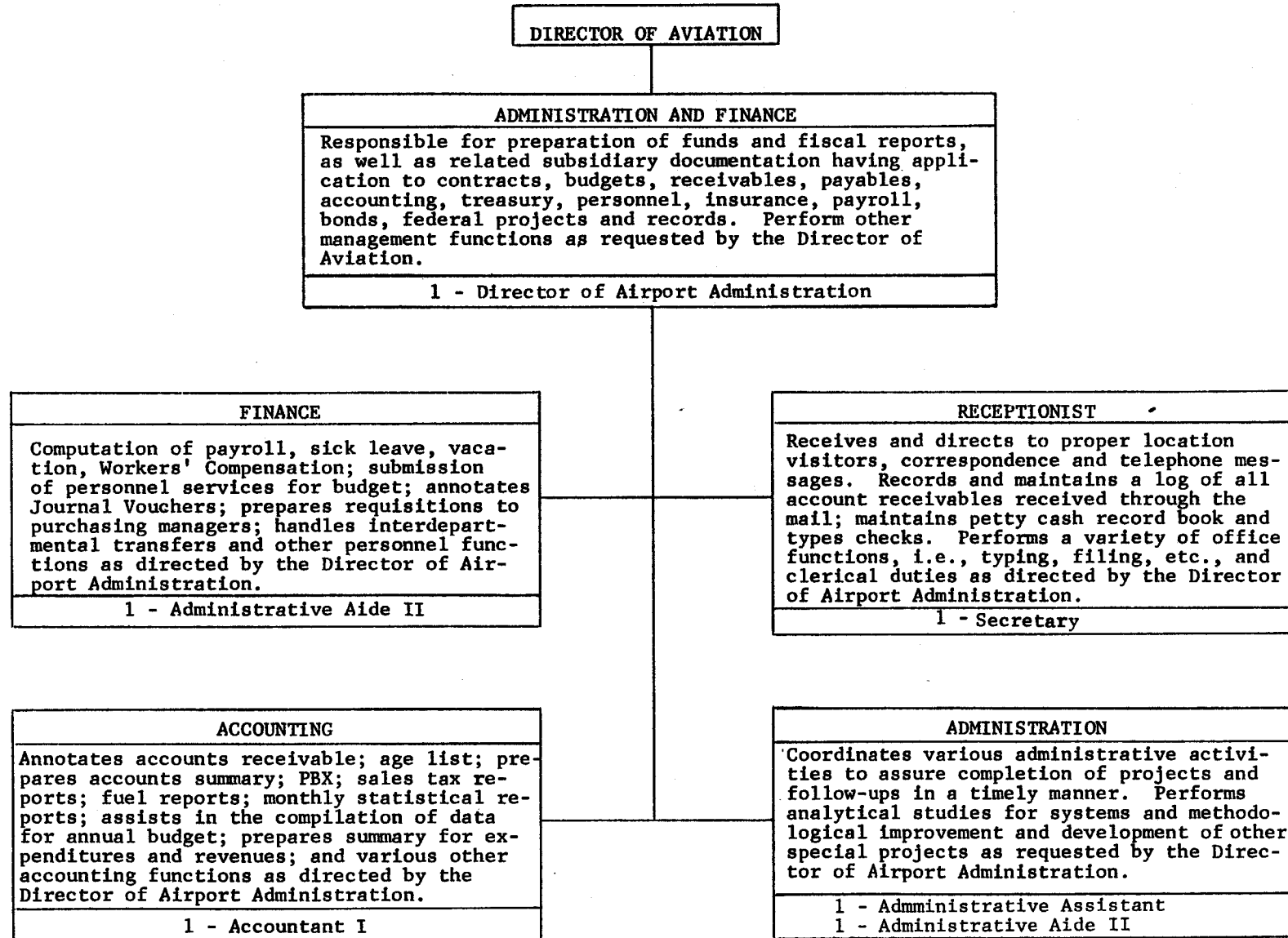
Responsible for the repair and preventive maintenance of all vehicles and related equipment on the airport, the scheduling of maintenance work, and coordinating the upkeep of all maintenance logs.

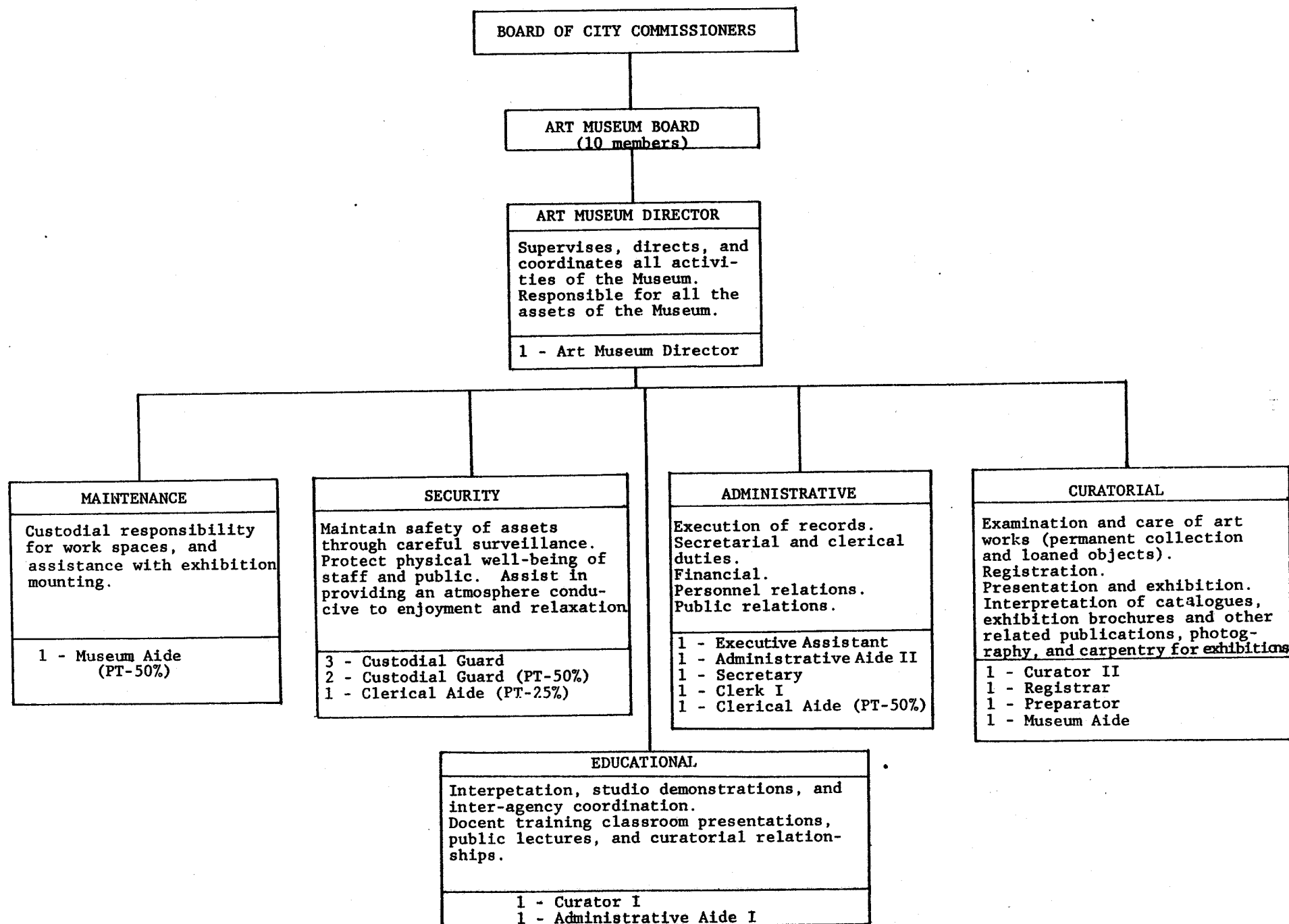
1 - Airport Equipment Maintenance Supervisor
2 - Automotive Mechanic

AIRPORT BUILDING MAINTENANCE

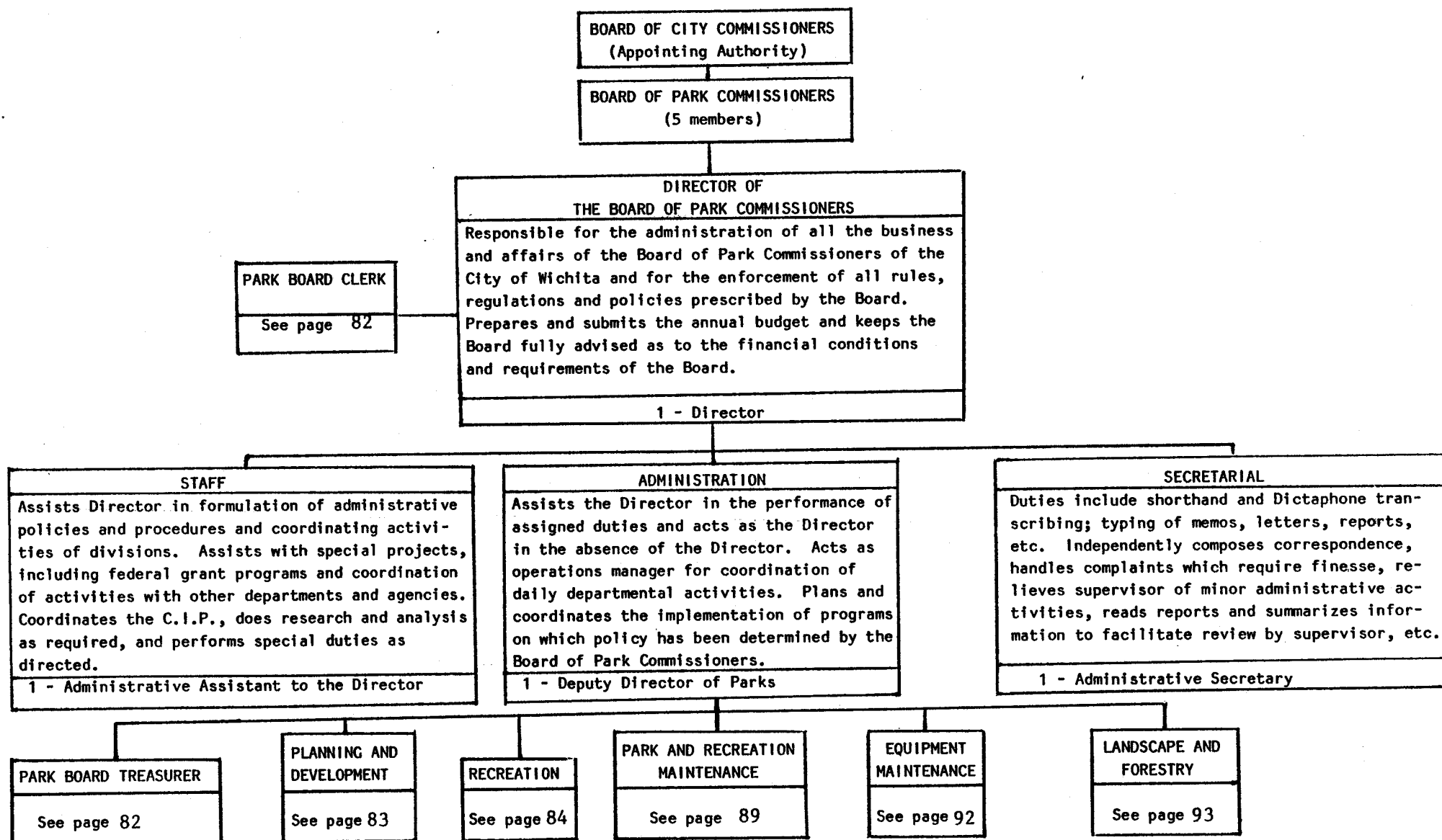
Directs work in construction, repair and maintenance of airport buildings; repair, maintain and operate building machinery and equipment; operate and repair the airport water, sewerage, and electrical systems. Conduct inspections of all facilities and record all discrepancies as to malfunctions, fire hazards, etc.

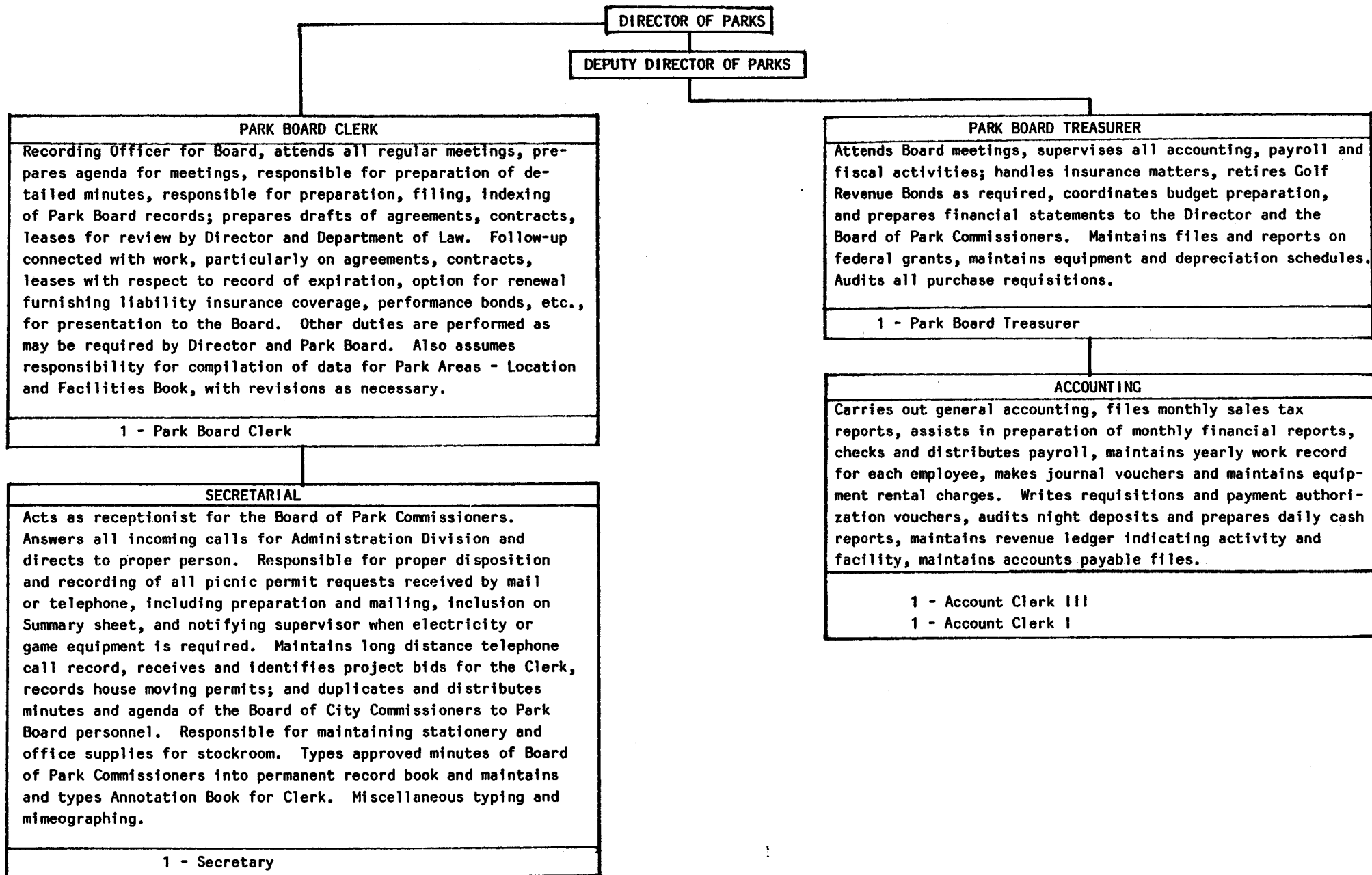
1 - Airport Bldg. Maint. Superintendent
1 - Asst. Airport Bldg. Maint. Supt.
1 - Airport Bldg. Maint. Supervisor
3 - Airport Bldg. Maint. Mechanic
1 - Parts and Records Mechanic
1 - Airport Custodial Supervisor
5 - Maintenance Mechanic
4 - Custodial Worker II
1 - Maintenance Worker
9 - Custodial Worker I

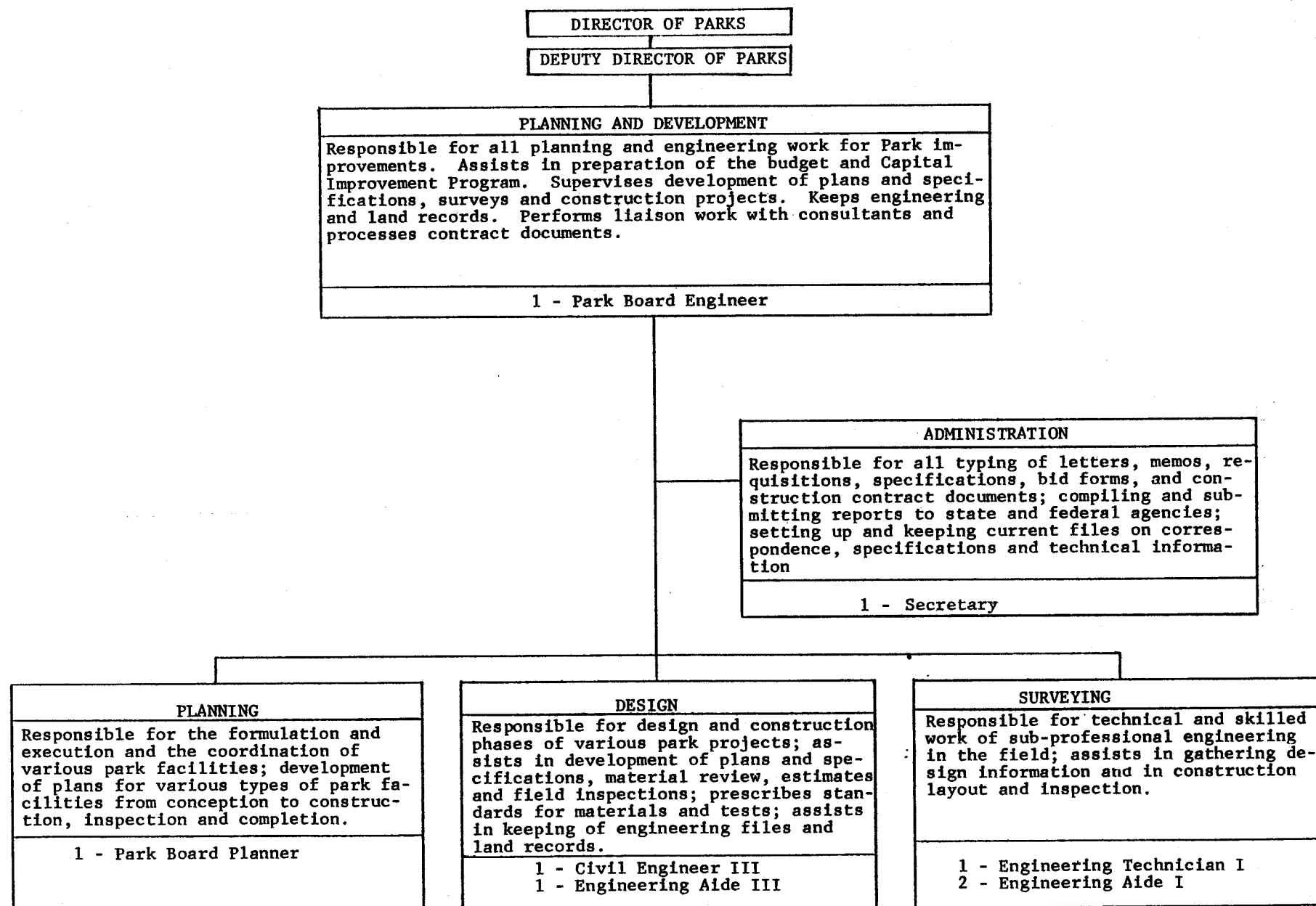












DIRECTOR OF PARKS

DEPUTY DIRECTOR OF PARKS

84

RECREATION

Responsible for overall planning, promotion and direction of a diversified city-wide recreation program. Work includes the personnel planning evaluation of recreation activities in the light of community needs, interest and facilities, and the interpretation of policies. Makes arrangements for the use of public facilities under the control of agencies other than the Park Board, such as school and university buildings and grounds, and other buildings, etc. Assists organized groups in planning recreation activities involving the use of public recreation facilities. Organizes, directs, and supervises the activities and the use of public recreation facilities such as playgrounds, swimming pools, tennis courts, community centers, athletic fields, and other recreational facilities. Prepares correspondence and communications pertaining to the recreation division. Performs related work as required.

1 - Superintendent of Recreation

SECRETARIAL AND GENERAL OFFICE

Administrative Secretary - Duties including shorthand, answers phone, directs inquiries, receives visitors, answers oral and written requests for information not requiring the attention of a supervisor, keeps appointments, takes reservations, prepares reports, maintains records of personnel, financial, legal, independently composes and types correspondence, applying knowledge of departmental operations and regulations, makes and verifies complex computations, handles and directs complaints which require finesse, relieves supervisor of minor administrative activities, performs related work as assigned.

Clerk II - Duties including receptionist, answer phone, takes reservations, prepares reports as directed, filing, tabulating, assists in proofreading various written material, maintains files, correspondence, forms, reports and other material, operates all office machines, issue various types of permits and collects money. writes receipts and performs other work as required.

1 - Administrative Secretary

2 - Clerk II

EVERGREEN
NEIGHBORHOOD
FACILITIES CENTER

See Page 85

SUMMER PLAYGROUNDS
SUMMER SPECIALISTS
GOLDEN AGERS AND
HANDICAPPED

See Page 85

BUILDING SUPERVISION
ADULT ACTIVITIES
PERFORMING ARTS

See Page 86

RECREATION CENTERS
TINY-TOTS

See Page 86

SPORTS PROGRAMS
WINTER ACTIVITIES

See Page 87

SWIMMING POOLS
WATSON PARK
ARTS & CRAFTS
CENTER

See Page 87

NOTE: The job titles of personnel for the various Recreation Programs that are Seasonal and Part-time are not the official City job titles, but instead are used to indicate what these employees actually do.

SUPERINTENDENT OF RECREATION

EVERGREEN NEIGHBORHOOD FACILITIES CENTER

Responsible for administering and overseeing all activities and functions at the Evergreen Neighborhood Facilities Center. Duties include record keeping, public relations, research to determine needs and evaluate program effectiveness, planning new programs to fill service gaps, inter-agency case conferences, neighborhood organization, and other administrative functions. Also, conducts in-service training programs and performs related work as required.

1 - General Recreation Supervisor

SUMMER PLAYGROUNDS - SUMMER SPECIALIST PROGRAMS - GOLDEN AGERS - HANDICAPPED

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs.

1 - General Recreation Supervisor

EVERGREEN RECREATION CENTER

Responsible for the effective direction of the recreation program of Evergreen Recreation Center, including the supervision of activities, as well as paid and volunteer recreation leaders. Other job duties include interpreting community needs and interest, enforcing Park Board regulations regarding facility use; assisting in the recruitment and training of paid and volunteer recreation leaders, promoting the recreation program at the center, and performing related duties.

1 - Recreation Supervisor I
10 - Program Leaders (Seasonal and PT)

GOLDEN AGERS AND HANDICAPPED

Supervisor of Golden Agers - These are part-time employees assigned to supervise Golden Age activities. Job duties include coordinating the functions of their particular Golden Age Club, submitting required reports, promoting the program, and other related duties.

Supervisor of Handicapped - Part-time employment dealing with the supervision and leadership of recreation programs for the handicapped. Job duties include planning and leading activities; promoting the program; submitting required reports; and other duties as assigned.

Supervisor of Retarded - Part-time employment dealing with supervision and leadership of recreation programs for the retarded. Job duties include planning and leading activities promoting the program, submitting required reports; and other related duties as assigned.

3 - Supervisor of Golden Agers (PT)
4 - Supervisor of Handicapped (PT)
4 - Supervisor of Retarded (PT)

SUMMER SPECIALIST AND SHOW WAGON

Summer Specialist Program Supervisor - This is part-time seasonal work of an instructional nature. These employees plan and conduct classes in specific recreation activities. Submit necessary reports and performs other related duties as assigned.

Arts & Crafts Specialist Instructor - Part-time seasonal work involving planning and conducting classes in specific arts and crafts activities. Responsible for meeting the public; submitting necessary reports, such as attendance and damage reports; and performing related duties as assigned.

Show Wagon Supervisor - Responsible for planning and directing all Show Wagon production. Job duties include visiting each playground to aid playground leaders in preparing performance numbers, planning each production, submitting necessary reports and other related duties as assigned.

6 - Summer Specialist Program Supervisor (PT)
4 - Arts and Crafts Specialist Instructor (PT)
1 - Show Wagon Supervisor (PT)

SUMMER PLAYGROUNDS

Area Supervisor - This is seasonal (summer) work dealing with the supervision of summer playgrounds. Job duties include supervision of summer playgrounds within an assigned area of the city, and other related duties.

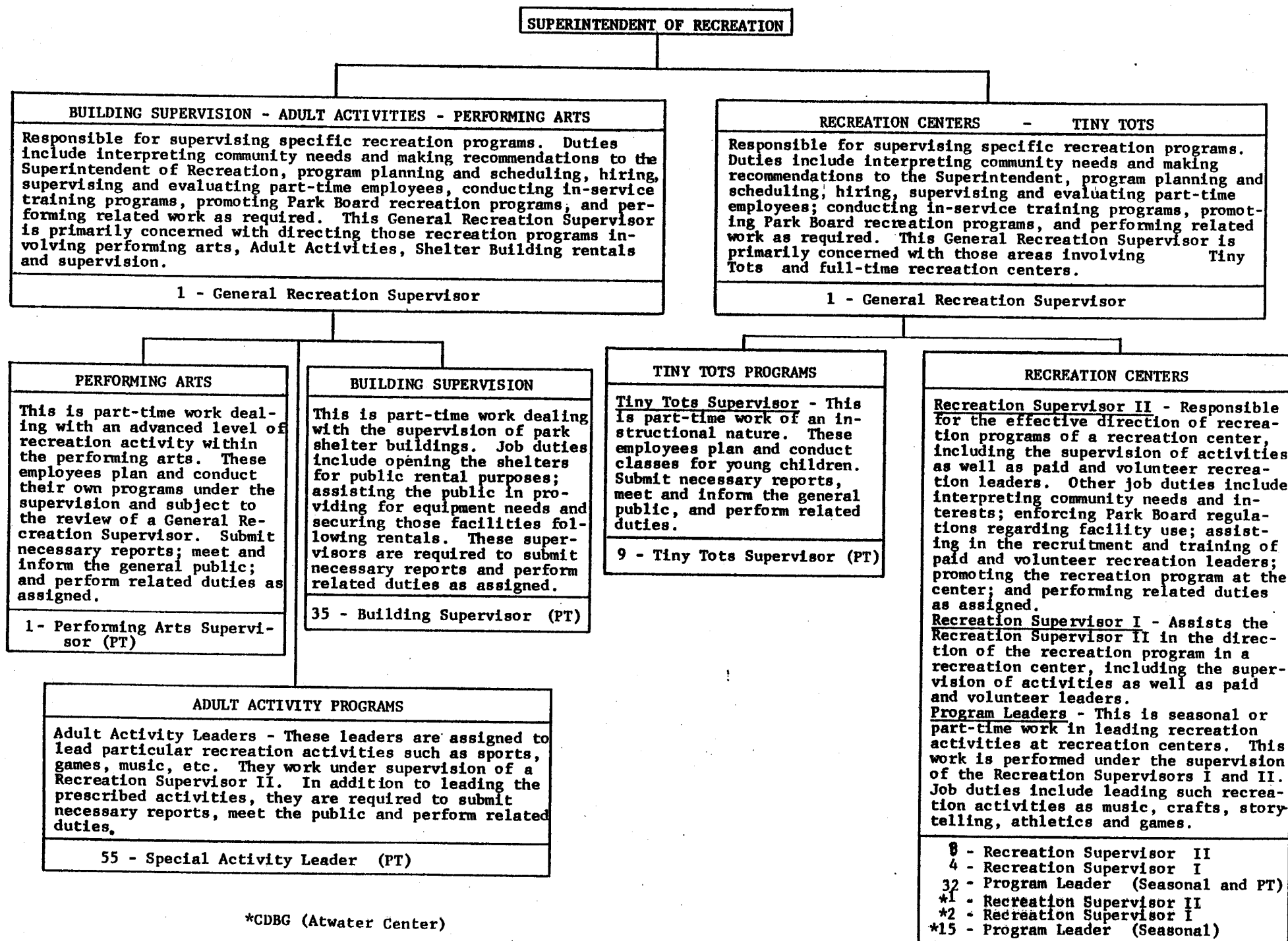
Summer Playground Leader - Seasonal (summer) work dealing with the actual leading of recreation activities at summer playgrounds. Job duties include organizing and supervising playground activities such as games, sports, crafts, and storytelling; submitting required reports, maintaining discipline and order on a playground, and other related duties.

3 - Area Supervisor (seasonal)
98 - Summer Playground Leader (Seasonal)

PART-TIME CENTER ACTIVITIES

Program Leaders - These are seasonal employees assigned to supervise and lead recreational activities such as sports, games, craft, music, dance, and others, and to perform other duties as assigned.

17 - Seasonal Part-Time



SUPERINTENDENT OF RECREATION

SPORTS PROGRAMS (FULL & PART-TIME) - WINTER ACTIVITIES

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent, program planning and scheduling, hiring, supervising and evaluating part-time employees, conducting in-service training programs, promoting Park Board recreation programs, and performing related work as required. This supervisor is primarily concerned with directing those recreation programs involving sports programs and winter activities.

1 - General Recreation Supervisor

SPORT ACTIVITIES

Program Leaders - These are seasonal or part-time employees who lead a sports program at a playground or center. Duties include organizing teams, conducting practices, accompanying the teams to athletic contests, and maintaining assigned athletic equipment.

Sports Instructors - Seasonal, part-time employees give instruction in specific recreational sports activities (tennis, golf, etc.)

Attendants - Part-time seasonal employees who sell concessions; umpire; and keep records.

65- Program Leader (Seasonal and PT)
8- Sports Instructor (PT)
22- Attendant (Seasonal)

SPORTS SUPERVISION

Part-Time Sports Supervisor - Seasonal, part-time workers supervise individual sports programs, such as summer softball leagues or winter basketball leagues. The assign officials schedule games, enforce Park Board policies, submit necessary reports, perform related duties.

Stadium Manager - Sports Supervisor - Seasonal, part-time employees deal with supervision of sports activities at a particular recreation facility, such as a ball park. They unlock and lock the facility, ready the facility for use, hire and pay ball shaggers, supervise ticket sales, etc.

5 - Sports Supervisor (Seasonal PT)
5 - Stadium Manager - Sports Supervisor (Seasonal)

WINTER ACTIVITIES

Part-time seasonal work dealing with the supervision of iceskating and sledding activities. Supervisors ensure safe conditions for these winter activities.

4 - Winter Activity Supr. (Seasonal)

SWIMMING POOLS - WATSON PARK - ARTS & CRAFTS CENTER - EQUIPMENT REPAIR

Responsible for supervising specific recreation programs. Duties include interpreting community needs and making recommendations to the Superintendent of Recreation, program planning and scheduling, hiring, supervising and evaluating part-time employees; conducting in-service training programs, promoting Park Board Recreation programs, and performing related work as required.

1 - General Recreation Supervisor

WATSON PARK

Direct recreation program and maintenance of Watson Park including supervision of activities and employees. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of rangers and attendants, related duties as required.

1 - Watson Park Manager
1 - Watson Park Asst. Manager

4 - Ranger (PT)
16 - Attendant (Seasonal-PT)

2 - Apprentice Worker (PT)

ARTS & CRAFTS CENTER

Direct recreation program of an Arts & Crafts Center, supervise activities and paid and volunteer recreation leaders. Interpret community needs and interests, enforce Park Board regulations, assist in recruitment and training of paid and volunteer recreation leaders, promote the recreation program at the Arts & Crafts Center, perform related duties.

1 - Recreation Supervisor II
1 - Recreation Supervisor I
12 - Instructor (PT)
1 - Equipment Repair Supr. (PT)

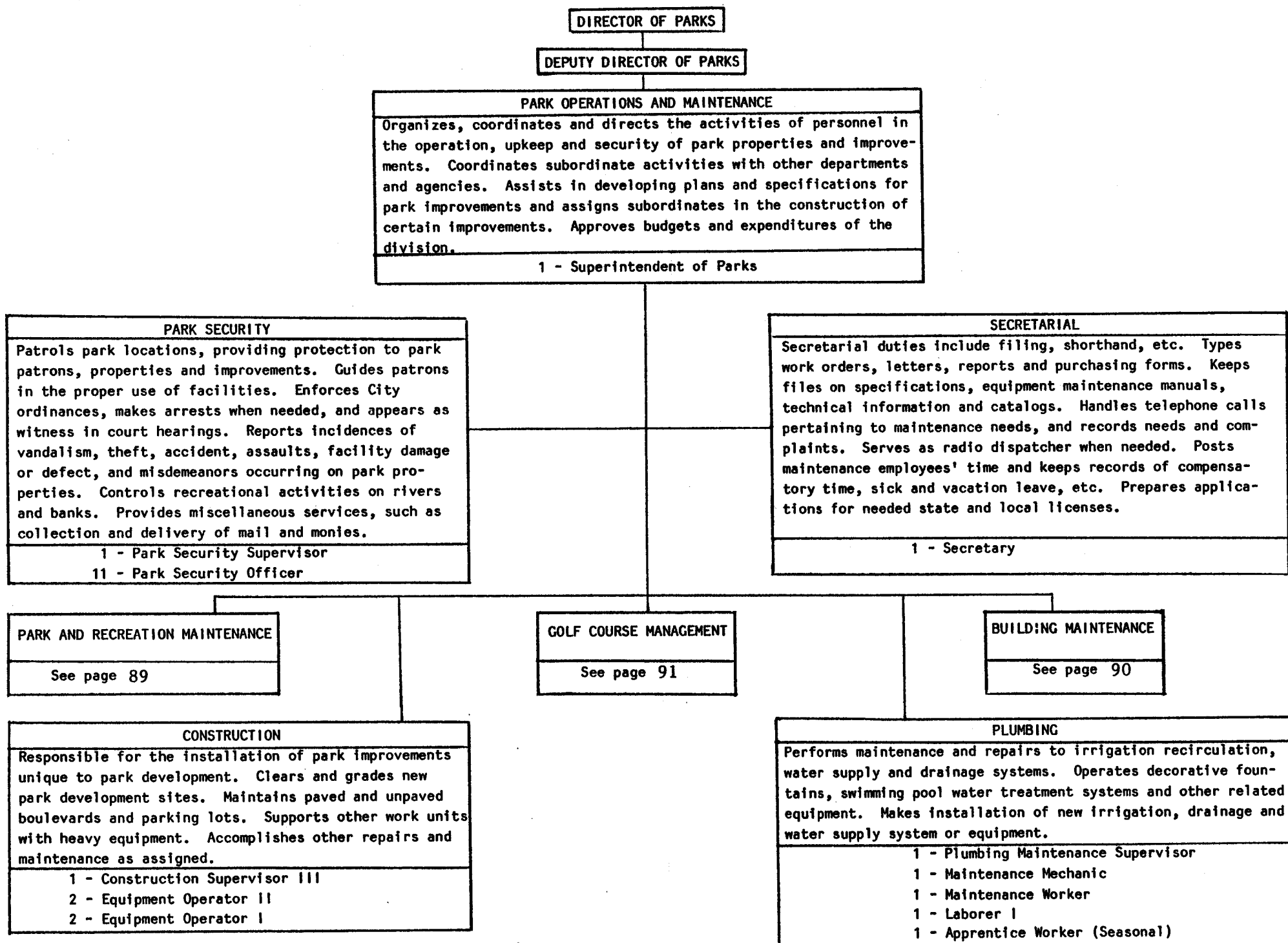
SWIMMING POOLS

Swimming Pool Supervisor & Manager - Seasonal (summer) employees responsible for the total operation of a pool or group of pools. Supervise subordinate employees, enforce Park Board policies, meet the public to answer questions, supervise physical management of the pool, submit required reports, perform related duties.

Instructors - Life Guards - Seasonal (summer) employees assigned to particular swimming pools. They supervise the pool area, administer first aid, clean and maintain facilities, enforce Park Board policies, give instructions in swimming and lifesaving and perform related duties as assigned by the pool manager or supervisor.

Attendants - These are seasonal employees (summer) who attend the basket room, sell tickets and concessions, serve in a public relations capacity by meeting the public, listen to complaints and praises, assist in the maintenance of the facility and perform a variety of related duties as assigned by the pool manager or supervisor.

12 - Swimming Pool Supervisor and Manager (Seasonal)
100 - Instructor - Life Guard (Seasonal)



SUPERINTENDENT OF PARKS

PARK AND RECREATION MAINTENANCE

Responsible for the formulation and execution of maintenance programs on park properties. Directs and inspects progress and completion of activities of grounds, structural, athletic field and recreation facility maintenance crews. Coordinates maintenance activities with scheduled and anticipated patron use, other divisions and private agencies rendering service to the park system. Procures material, equipment and supplies. Inspects park properties and their improvements assessing maintenance needs. Keeps records and makes reports. Determines training needs and implements necessary training programs for subordinates.

1 - Park and Recreation Maintenance Supervisor

EQUIPMENT REPAIR

Responsible for maintaining nonvehicular motorized equipment. Inspects, diagnoses and executes skilled work in repairing and overhauling equipment. Keeps inventory and repair records.

1 - Maintenance Mechanic
1 - Apprentice Worker (Seasonal)

GROUNDS MAINTENANCE

Responsible for maintenance of Park grounds and furnishings. Responsibilities include lawn establishment, irrigation, mowing and litter clearing. Cleans shelters, picnic tables, grills and related equipment. Clears sidewalks of debris and snow. Performs maintenance to other facilities as assigned.

9 - Grounds Maintenance Supervisor II
1 - Gardening Supervisor II
2 - Equipment Operator II
12 - Equipment Operator I
7 - Maintenance Worker
2 - Park Gardener II
11 - Laborer I
28 - Apprentice Worker (Seasonal)

STRUCTURAL MAINTENANCE

Responsible for the maintenance and repair of park structures other than buildings. Constructs picnic tables, signs, storage boxes and playground apparatus. Paints furnishings, swimming pool, play equipment and other park structures. Inspects bleachers, picnic tables, park benches and wooden play apparatus and replaces wooden parts as needed.

1 - Structural Maintenance Supervisor
2 - Maintenance Worker
1 - Apprentice Worker (Seasonal)

ATHLETIC FIELDS MAINTENANCE

Responsible for the maintenance and preparation of athletic fields and equipment located therein. Routinely levels skinned areas, mows and irrigates turf, marks out boundaries and playing lines prior to scheduled events. Delivers chemicals and supplies to swimming pools and performs services to other sport areas as assigned.

1 - Athletic and Play Area Supervisor
1 - Maintenance Worker
1 - Equipment Operator I
1 - Laborer I
8 - Apprentice Workers (Seasonal)

RECREATION FACILITIES MAINTENANCE

Responsible for live animal exhibits and maintenance and care of tennis center facilities and grounds.

1 - Animal Control Officer I
1 - Maintenance Worker
1 - Maintenance Worker (Tennis Center)

SUPERINTENDENT OF PARKS

BUILDING MAINTENANCE

Supervises work in the construction, repair and maintenance of Park buildings; the repair, maintenance, and operation of building machinery and equipment. Uses independent judgment in planning, remodeling and repair projects. Plans work schedules, assigns and supervises the work of the Carpenter Crew, Paint Crew, and other Maintenance Mechanics. Assists with developing plans and specifications for new facilities.

1 - Superintendent of Building Maintenance

CONSTRUCTION

Supervises and participates in maintenance and repair of various park structures and participates in the construction of park projects with particular emphasis on building maintenance. Supervises the work of the Carpenter Crew and is responsible for work programs, schedules and location of the crew at all times. Supervises and operates the carpenter shop.

1 - Construction Supervisor III

CARPENTER CREW

Performs skilled and semiskilled work in assisting Construction Supervisor with maintenance, repair and construction of park projects with particular emphasis on building maintenance.

2 - Maintenance Mechanic
3 - Maintenance Worker
1 - Laborer I

ELECTRICAL

Performs skilled work in the maintenance, repair, operation, and installation of varied electrical and mechanical equipment. Uses skill and mechanical ability in the maintenance and repair of electric water well pumps, motors, chemical feeding machines, meters, switches, regulators and other powered machinery and equipment. May also perform related building and mechanical repair duties and operate equipment.

1 - Electrical Technician 1 - Laborer I
1 - Maintenance Mechanic 1 - Apprentice Wkr.
(Seasonal)

PAINTING

Supervises and participates in painting and maintenance of park buildings, structures and fixtures. Supervises the work of the Paint Crew and personally performs a variety of painting tasks. Selects painting materials, requirements and methods of preparation; organizes work schedules; assigns work duties to employees, maintaining standards of performance and quality control.

1 - Painter Supervisor

PAINT CREW

Performs skilled and semiskilled work in assisting Painter Supervisor in painting and maintenance of park buildings, structures and fixtures.

1 - Maintenance Mechanic
1 - Painter

HEATING AND AIR CONDITIONING

Performs technical work related to maintenance of various types of heating and air conditioning equipment. Reviews sketches, plans, blueprints, specifications and shop drawings of newly installed equipment and keeps maintenance records on all equipment in park facilities. Coordinates electrical and other maintenance work as required in maintaining heating and air conditioning units.

1 - Heating & Air Conditioning Mechanic
1 - Maintenance Mechanic

CUSTODIAL

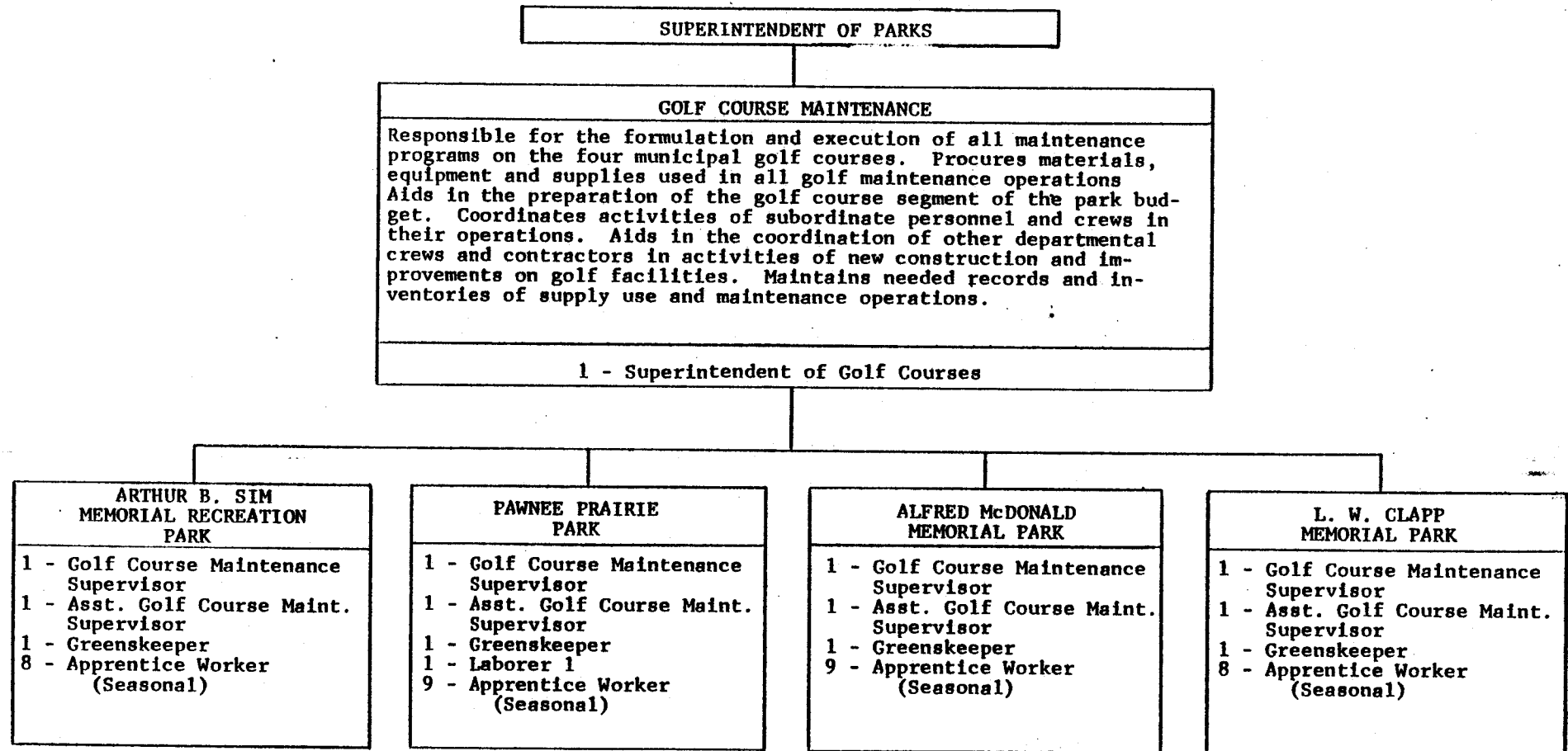
Responsible for the cleaning and small repair maintenance of all park recreation centers and buildings. Supervises the activities of custodians assigned to buildings and unskilled seasonal personnel as assigned. Orders and arranges for the delivery of supplies. Coordinates custodial activities between personnel for best utilization of equipment.

2 - Custodial Supervisor

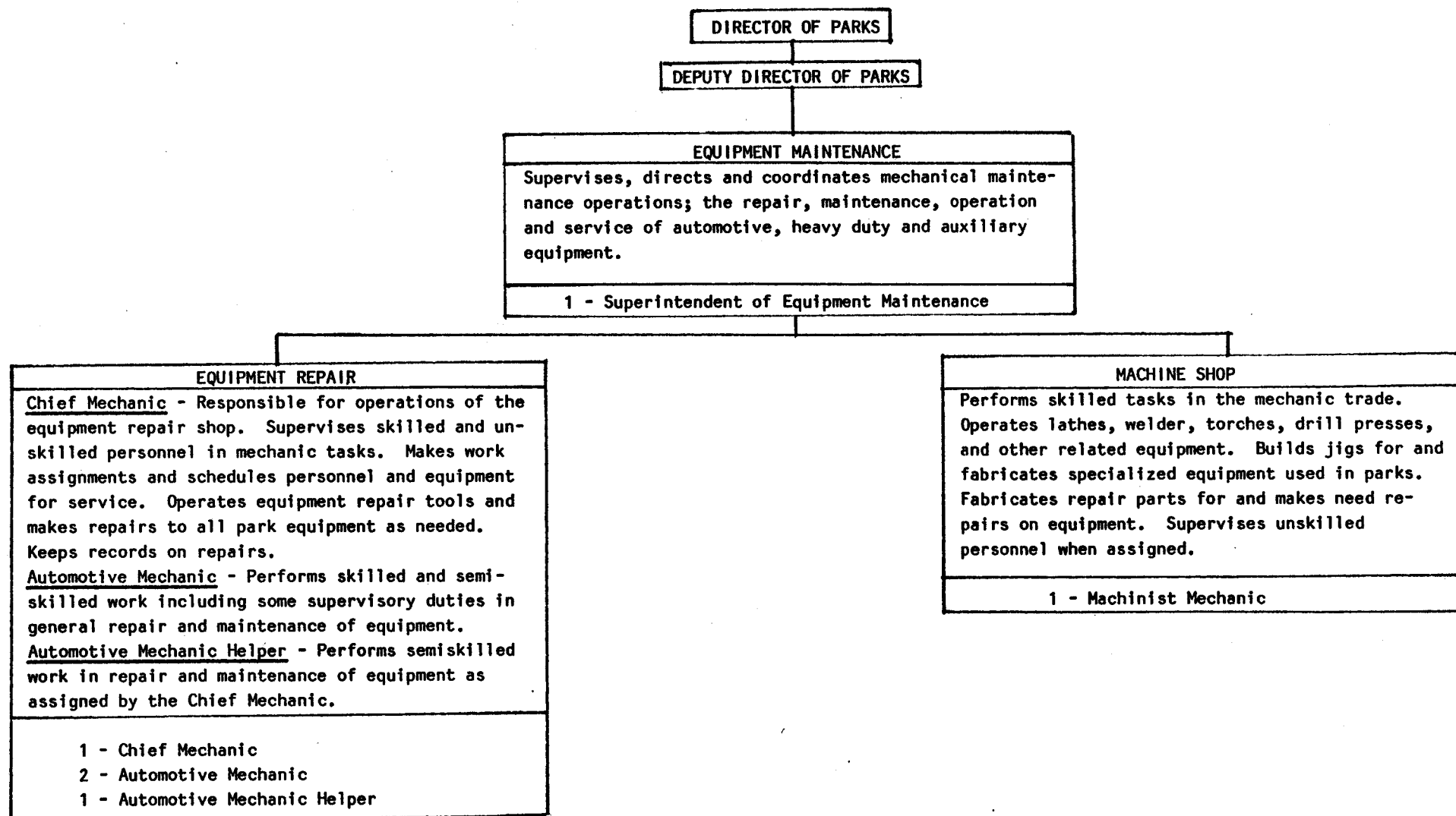
CUSTODIANS

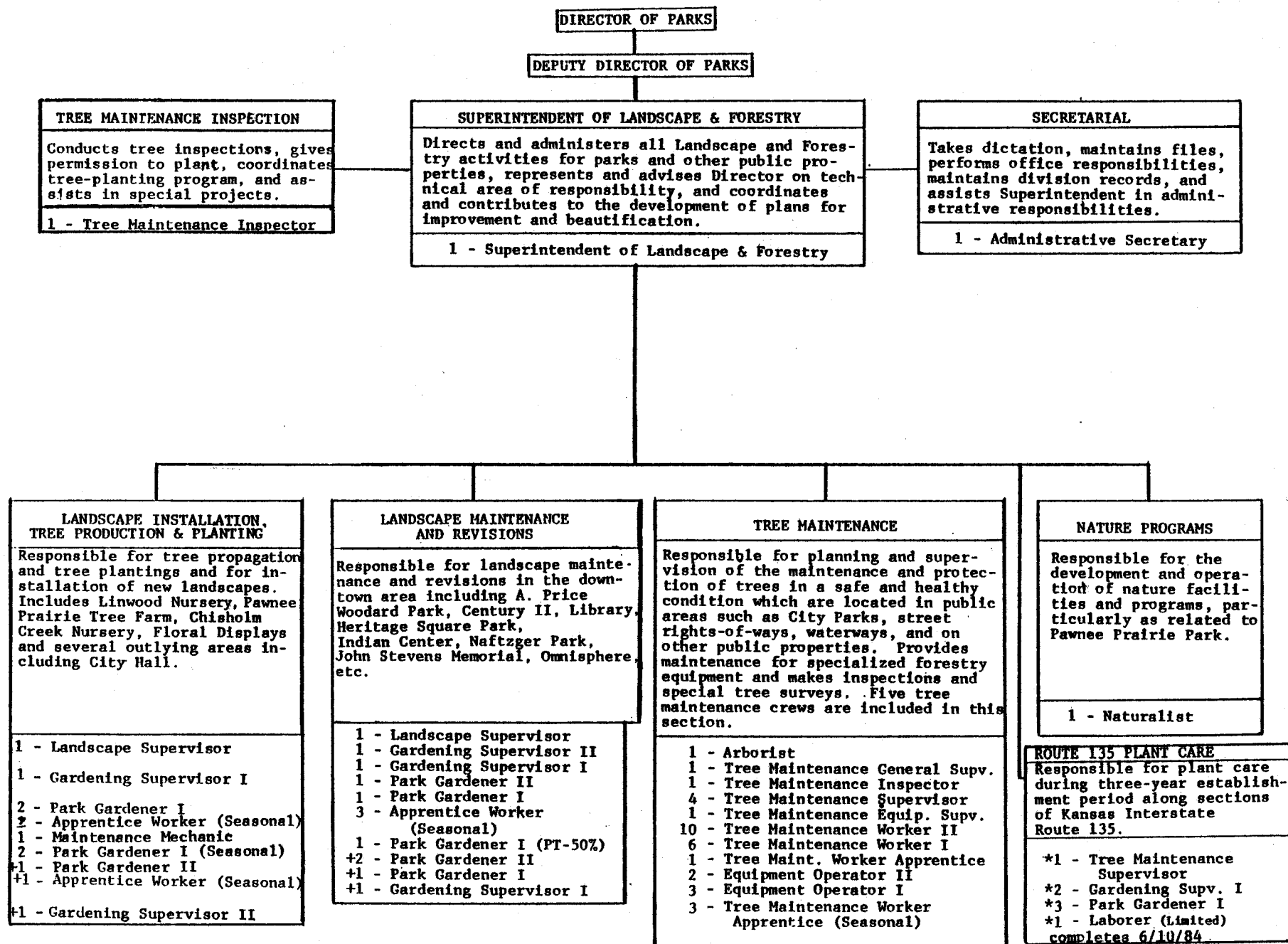
Performs skilled and unskilled manual tasks related to the cleaning maintenance of buildings. Operates floor machines, vacuums, scrubbers and other related equipment. Collects and removes trash and debris from buildings and surrounding grounds. Makes physical sets and chairs, tables and other equipment for building rentals. Reports repair needs as found.

8 - Custodial Worker II
2 - Maintenance Worker
*1 - Custodial Worker II (Atwater Center)
*1 - Custodial Worker I (Atwater Center)
1 - Apprentice Worker (Seasonal)

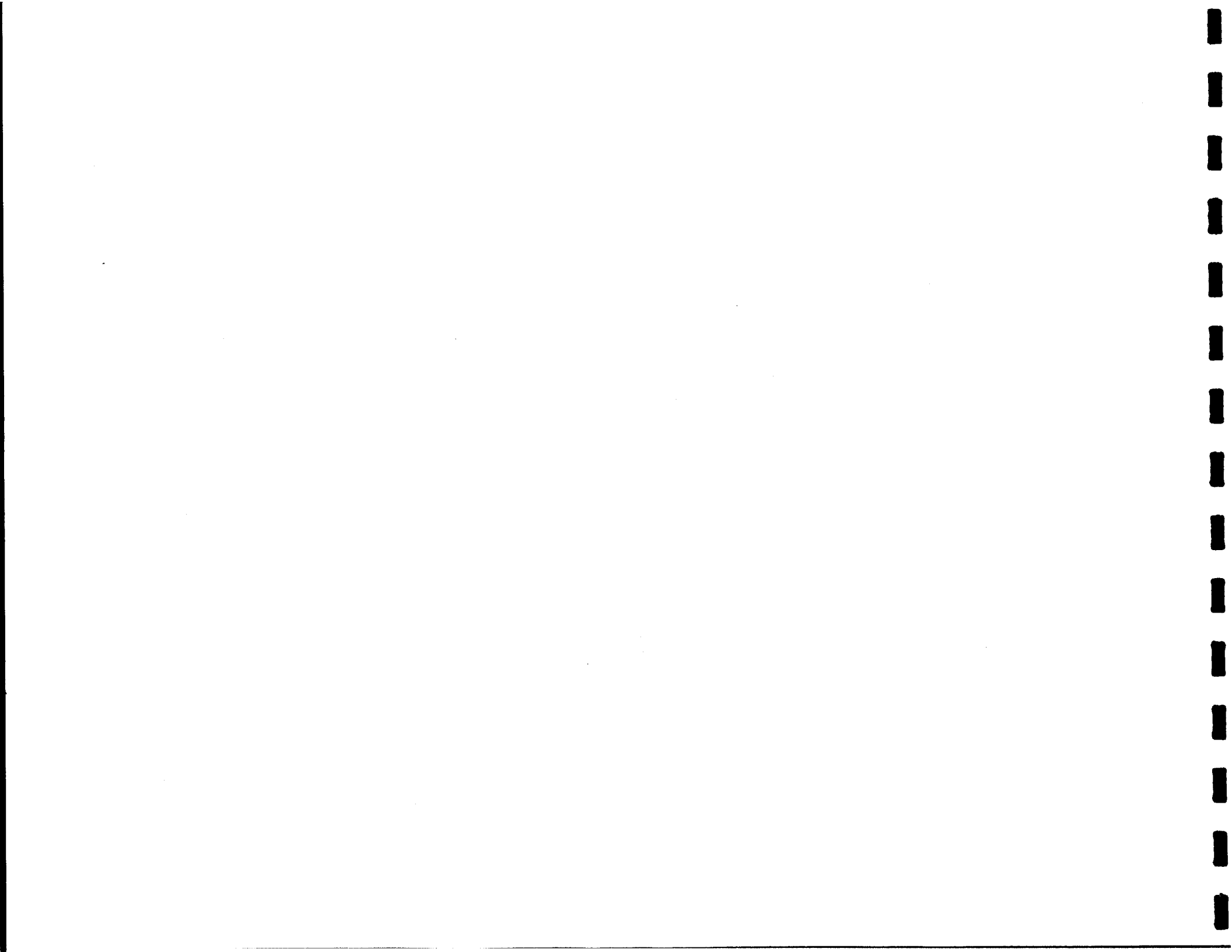


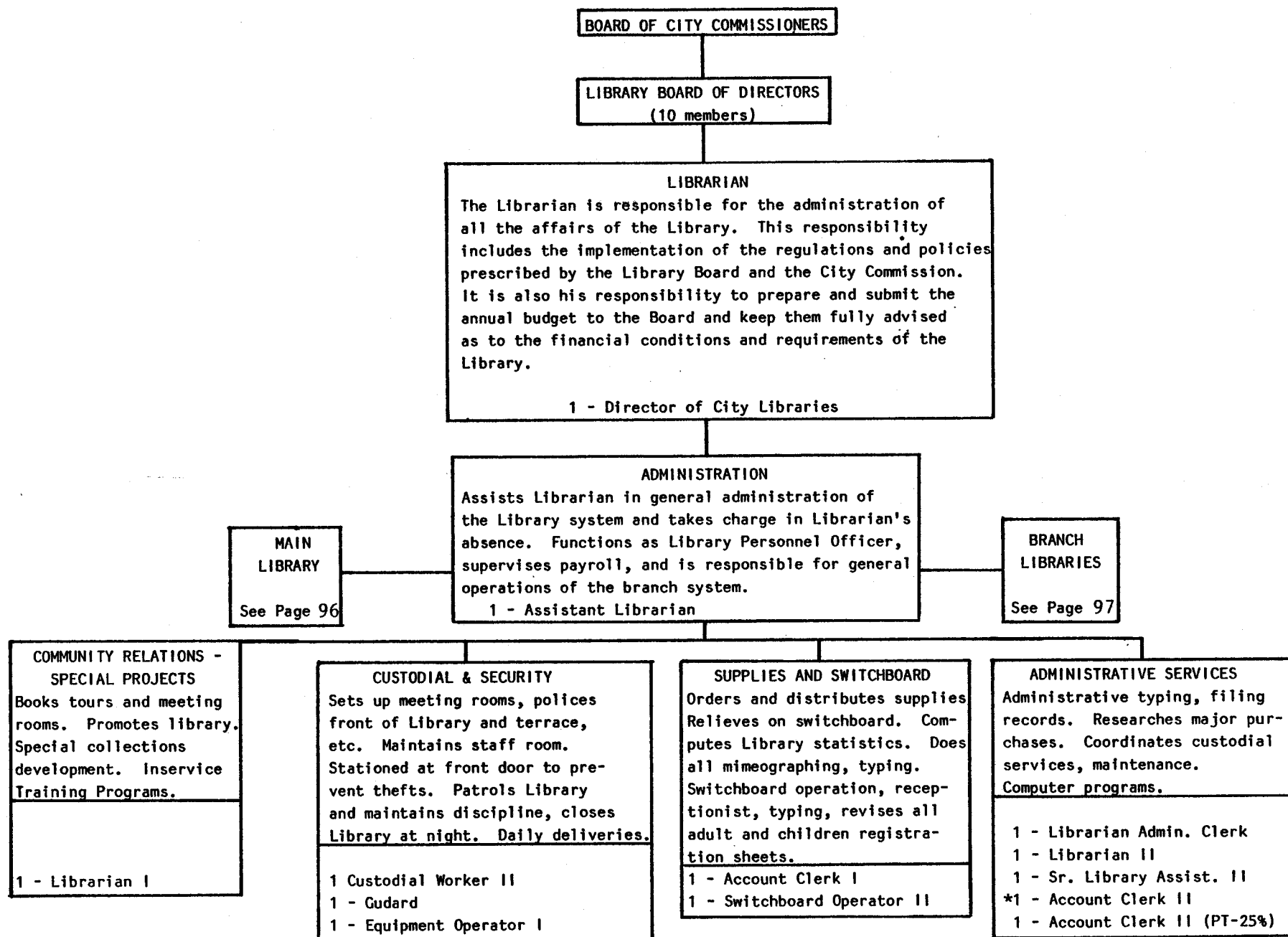
NOTE: This Organization Chart shows normal personnel assignments. Personnel may be interchanged among the various golf courses as the need arises.





*State Contract - DOT
+Reimbursable





LIBRARIAN
ASSISTANT LIBRARIAN

TECHNICAL SERVICE DIVISION

Receives all mail. Orders and receives books, films, recordings, framed pictures. Checks billing. Processes materials for loan and reference use. Compiles card catalog and inventory. Repairs books. Sends books to bindery.

- 1 - Librarian IV
- 1 - Librarian III
- 2 - Librarian II
- 1 - Librarian I
- 1 - Account Clerk II
- 1 - Typist Clerk
- 1 - Account Clerk I (PT-50%)
- 1 - Clerk I
- 1 - Sr. Library Asst. IV
- 2 - Sr. Library Asst. III
- 3 - Sr. Library Asst. I
- 2 - Jr. Library Assist.

ART AND MUSIC DIVISION

Acquires and makes available to persons books on art, music and related fields, framed pictures, phonograph recordings and vertical file. Assists in exhibits. Responsible for ear-phones, tape recorders, record players.

- 1 - Librarian IV
- 1 - Librarian III
- 1 - Librarian II
- 2 - Sr. Library Asst. III
- 1 - Clerk I (PT-50%)
- 1 - Clerical Aide (PT-50%)
- 1 - Sr. Library Asst. II (PT-50%)

BUSINESS & TECHNOLOGY DIVISION

Specialized reference division for business and technical materials. Does special reference work, loans books and materials, maintains special services such as finance and tax tables, motor repair manuals, company reports, geodetic maps. Has nationwide directory service. Also radio and TV repair diagrams.

- 1 - Librarian IV
- 1 - Librarian III
- 1 - Librarian II
- 2 - Sr. Library Asst. III
- 2 - Clerk I
- 1 - Clerk (PT-50%)

CIRCULATION DIVISION

Loaning and returning library materials. Registering new patrons. Readers Aid. Sending books on Kansas Information Circuit (KIC). Branch reserves and deliveries. Bills patrons for overdue items.

- 1 - Librarian IV
- 1 - Librarian II
- 5 - Sr. Library Asst. I
- 1 - Clerk I
- 4 - Clerk I (PT-50%)
- 7 - Clerical Aide (PT-50%)
- 1 - Sr. Library Asst. IV
- 2 - Jr. Library Asst. (PT-50%)

CHILDREN'S DIVISION

Selects all juvenile materials, hold classes, story hours, book reviews, has summer reading club, maintains display cases, works with schools, PTA, etc., gives talks, conduct tours. Area is pre-school to 7th grade. Responsibility includes children's books in "storage" that are used for summer programs; in helping the collection of newly established branches, etc.

- 1 - Librarian IV
- 1 - Librarian I
- 1 - Sr. Library Asst. II
- 1 - Sr. Library Asst. I
- 1 - Clerical Aide (PT-50%)

FILM SECTION

Responsible for the ordering, maintenance and loaning of film to Wichita and a 14-county area in South Central Kansas and is also responsible for projectors and conducting film shows for public.

- * 1 - Librarian III
- 1 - Sr. Library Asst. II

GENERAL REFERENCE DIVISION

Maintains current list of serials and college catalogs. Checks in newspapers and magazines. Maintains newspaper clipping files on Kansas and Wichita. Orders and circulates pamphlet material and duplicate magazines and assists patrons in locating information in books and magazines. Orders and maintains microfilmed newspaper file.

- 1 - Librarian IV
- 1 - Librarian III
- 1 - Librarian II
- 2 - Librarian I
- 4 Sr. Lib. Asst. III
- 4 - Clerical Aide (PT-50%)
- 2 - Clerk I (PT-50%)

TALKING BOOKS SECTION

This function is funded through the Library of Congress to serve blind, physically and mentally handicapped persons in the City of Wichita and Sedgwick County and the Southeast County Library System.

- *1 - Sr. Library Asst. IV
- *1 - Clerk I
- *1 - Clerk I (PT-50%)

LOCAL HISTORY SECTION

Collects, maintains and provides information on Wichita and Sedgwick County History.

- 1 - Administrative Assistant

SPECIAL COLLECTION SECTION

Gives reference service for the Genealogy, Kansas and Piracy collections. Books and microfilm. Maintains two Recordak Film Readers and one 3-M Reader-Printer.

- 1 - Sr. Library Assistant II

*Federal and State Aid

LIBRARIAN

ASSISTANT LIBRARIAN

BRANCH LIBRARIES

Branches are extensions of the Main Library on the neighborhood level. They give reference service, work with children and loan books and records.

Linwood Park Branch

- 1 - Senior Library Asst. IV
- 1 - Clerk I (PT-50%)
- 1 - Clerical Aide (PT-50%)

Minisa Branch

- 1 - Senior Library Asst. IV
- 1 - Clerical Aide (PT-50%)
- 1 - Junior Library Asst. (PT-50%)

Seneca Square Branch

- 1 - Senior Library Asst. IV
- 1 - Junior Library Asst.
- 1 - Clerk I

Northeast Branch

- 1 - Senior Library Asst. IV
- 1 - Clerical Aid (PT-50%)

Aley Branch

- 1 - Senior Library Asst. IV
- 1 - Junior Library Asst. (PT-50%)

Sweetbriar Branch

- 1 - Senior Library Asst. IV
- 1 - Jr. Library Asst.

Westlink District Branch

- 1 - Librarian IV
- 2 - Senior Library Asst. IV
- 1 - Senior Library Asst. I
- 1 - Clerk I
- 4 - Clerical Aide (PT-50%)
- 1 - Junior Library Asst. (PT-50%)

Rockwell District Branch

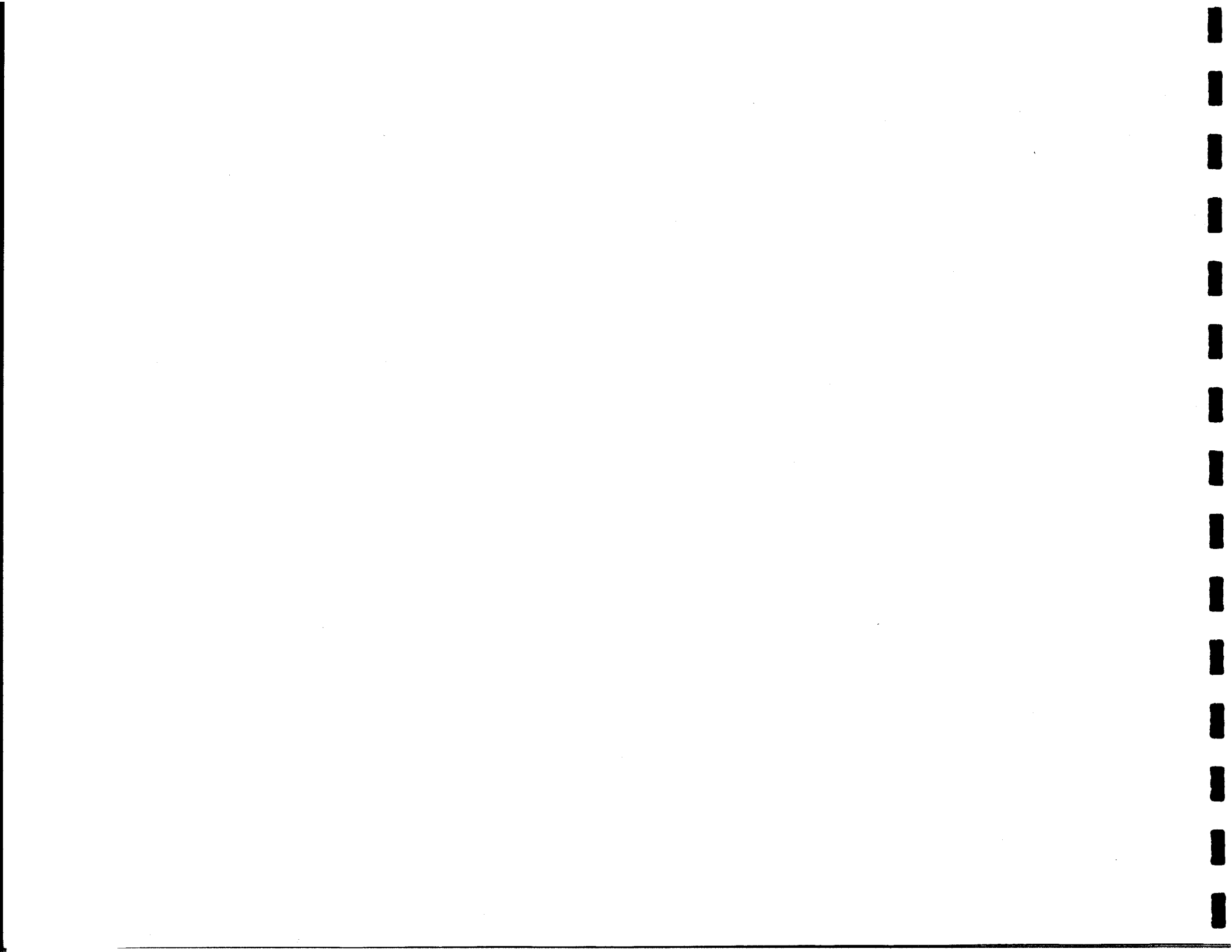
- 1 - Librarian IV
- 1 - Senior Library Asst. IV
- 1 - Senior Library Asst. II
- 3 - Senior Library Asst. I
- 2 - Clerk I (PT-50%)
- 2 - Clerical Aide (PT-50%)

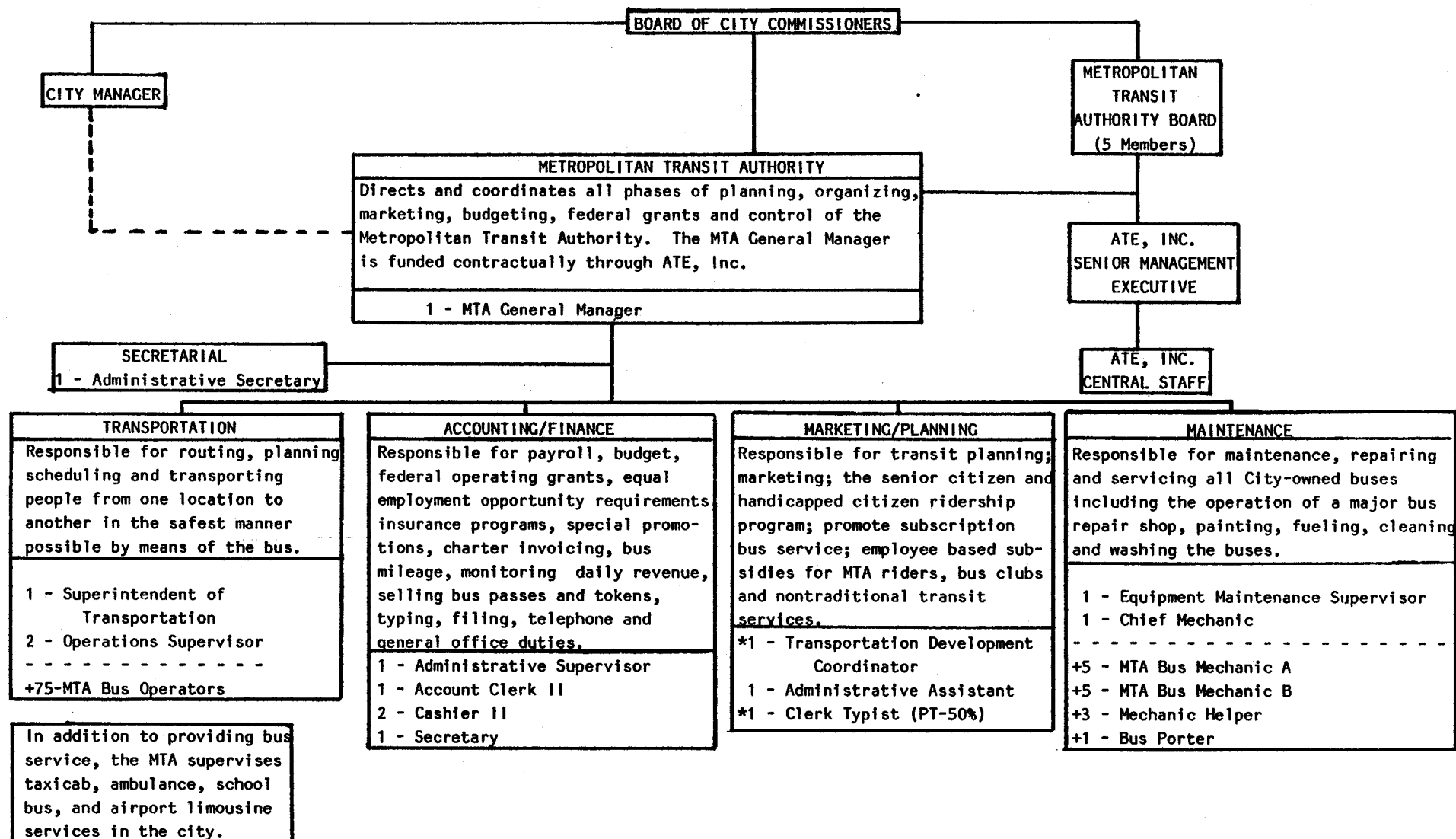
Planeview Community Center Branch

- 1 - Senior Library Asst. IV

Orchard Branch

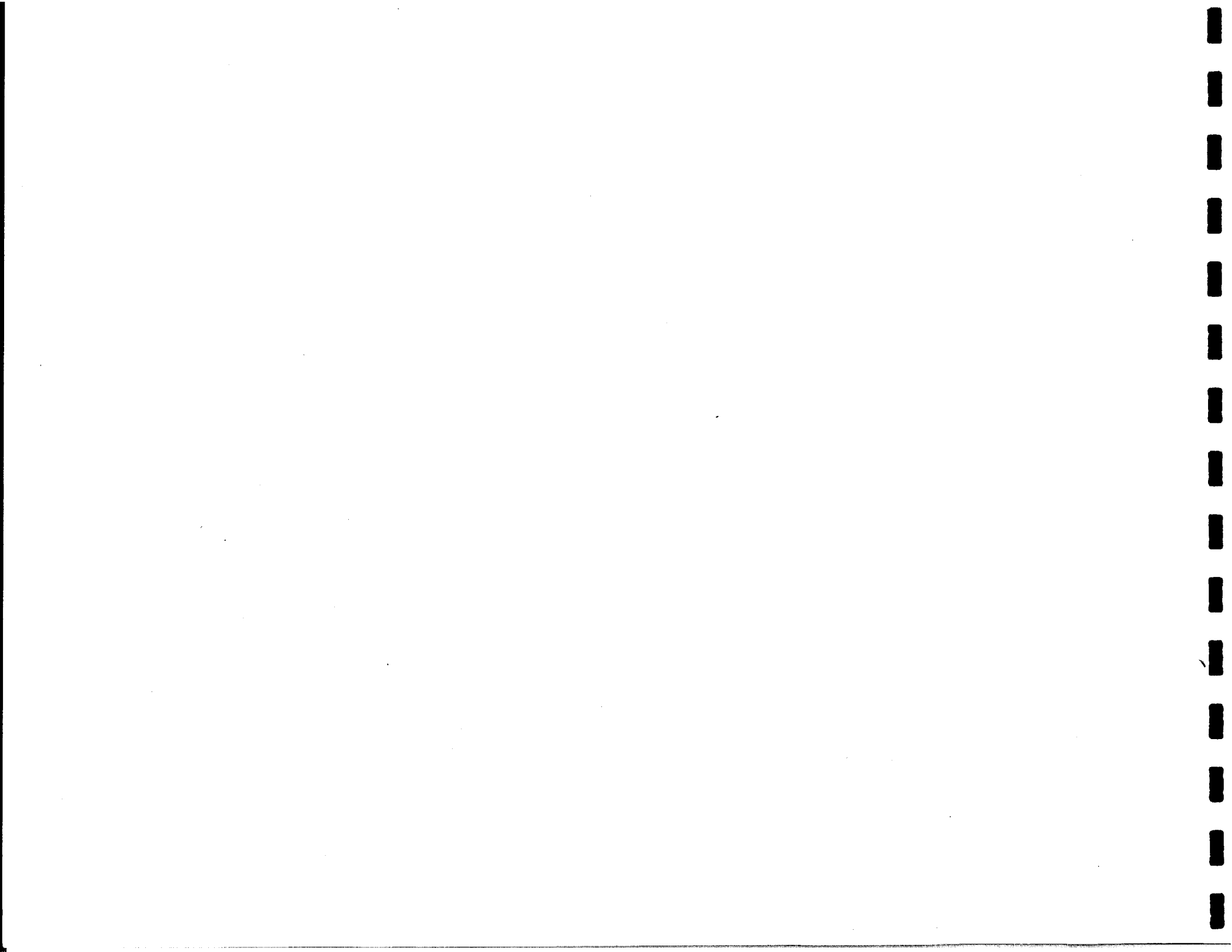
- 1 - Senior Library Asst. IV
- 1 - Junior Library Asst. (PT-50%)





+These 89 positions are represented by the Teamsters Union and are not classified as regular City of Wichita employees.

*Funded by the Kansas Corporation Commission.



AUTHORIZED CITY POSITIONS FOR 1984

101

DEPARTMENT/BOARD	LOCALLY FUNDED POSITIONS		NON-LOCALLY FUNDED POSITIONS		TOTAL POSITIONS
	Full-Time	Part-time and Limited	Full-Time	Part-time and Limited	
General Government*	107	5	7	0	119
Administration	67	2	13	0	82
Community Facilities	75	9	0	0	84
Emergency Communications	48	0	0	0	48
Fire	367	0	0	0	367
Health	101	2	71	6	180
Housing and Economic Development	61	0	63	0	124
Human Resources	2	0	39	2	43
Metropolitan Planning	47	0	10	0	57
Operations and Maintenance	278	32	0	0	310
Police	570	0	9	0	579
Water	<u>304</u>	<u>13</u>	<u>0</u>	<u>0</u>	<u>317</u>
POSITIONS UNDER THE CITY MANAGER	2,027	63	212	8	2,310
<u>ADMINISTRATIVE BOARDS</u>					
Airport Authority	96	4	0	0	100
Art Museum Board	14	5	0	0	19
Board of Park Commissioners	221	625	11	16	873
Library Board	86	42	4	1	133
Metropolitan Transit Authority	<u>101</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>102</u>
POSITIONS UNDER ADMINISTRATIVE BOARDS	<u>518</u>	<u>676</u>	<u>16</u>	<u>17</u>	<u>1,227</u>
TOTAL - ALL POSITIONS	<u>2,545</u>	<u>739</u>	<u>228</u>	<u>25</u>	<u>3,537</u>

*Includes City Commission, City Manager, City Clerk, Personnel, Public Affairs, Law, Municipal Court (Probation and Parole), Historic Wichita Board, and Citizens Rights and Services.

•There are 359 commissioned Fire Officers and 427 commissioned Police Officers of all ranks who are locally funded. The total commissioned authorized strength is 786 positions.

•The totals for M.T.A. include 89 Drivers/Mechanics who are not City of Wichita employees.

